

# CONFIRMED MINUTES

LSHA BOARD 08.09.2025



At the **LSHA Board - 13.10.2025** on **13 Oct 2025** these minutes were **confirmed as presented**.

<b>Name:</b>	Lochalsh and Skye Housing Association
<b>Date:</b>	Monday, 8 September 2025
<b>Time:</b>	2:30 pm to 2:45 pm (BST)
<b>Location:</b>	Default Location, Morrison House, Bayfield, Portree
<b>Board Members:</b>	Mr Ian Young (Chair), Mrs Audrey Sinclair, Mr David Clapham, Mr Gareth Morgan, Mrs Joanne Boulton, Mr Robin Nairn
<b>Attendees:</b>	Ben Thomas, Fanchea Kelly, Jennifer MacInnes, Trudi Tokarczyk
<b>Apologies:</b>	Mr Robert Muir, Ms Liz Williams

## 1. Opening Meeting

### 1.1 Welcome and Apologies

CEMC as Company Secretary took the chair as, in accordance with the Association's Rules following the AGM Office Bearers require to be elected.

Mr R Nairn nominated Mr I Young to be re-elected as Chairperson and this was seconded by Mrs A Sinclair. Mr I Young accepted and took over chairing the meeting.

Members agreed to continue having two Vice Chairpersons. Mrs A Sinclair nominated David Clapham and Robert Muir to continue as Vice Chairpersons, this was seconded by Robin Nairn.



#### **Mr R Nairn nominated Mr I Young to be re-elected as Chairperson a...**

Mr R Nairn nominated Mr I Young to be re-elected as Chairperson and this was seconded by Mrs A Sinclair.

<b>Decision Date:</b>	8 Sept 2025
<b>Mover:</b>	Mr Robin Nairn
<b>Second:</b>	Mrs Audrey Sinclair
<b>Outcome:</b>	Approved



#### **Members agreed to continue having two Vice Chairpersons. Mrs A S...**

Members agreed to continue having two Vice Chairpersons. Mrs A Sinclair nominated David Clapham and Robert Muir to continue as Vice Chairpersons, this was seconded by Robin Nairn.

**Decision Date:** 8 Sept 2025  
**Mover:** Mrs Audrey Sinclair  
**Seconder:** Mr Robin Nairn  
**Outcome:** Approved

## 1.2 Election of Office Bearers

## 2. Declarations of Interest

### 2.1 Declarations of Interest

There were no new declarations of interest noted.

## 3. Minutes of Previous Meeting

### 3.1 Confirm Minutes - LSHA Board 18.08.25

**LSHA Board 18.08.2025 18 Aug 2025**, the minutes were confirmed as presented.



#### The minutes of the Board meeting on 18 August were proposed by Da...

The minutes of the Board meeting on 18 August were proposed by David Clapham, seconded by Joanne Boulton and approved unanimously.

**Decision Date:** 8 Sept 2025  
**Mover:** Mr David Clapham  
**Seconder:** Mrs Joanne Boulton  
**Outcome:** Approved

### 3.2 Confirm Minutes - LSHA PS Board 18.08.25



#### The Private Section Minutes of the Board Meeting on 18 August wer...

The Private Section Minutes of the Board Meeting on 18 August were proposed by Robin Nairn, seconded by Joanne Boulton and approved unanimously.

**Decision Date:** 8 Sept 2025  
**Mover:** Mr Robin Nairn  
**Seconder:** Mrs Joanne Boulton  
**Outcome:** Approved

## 4. Decision Tracker

### 4.1 Decision Tracker - from LSHA Board 18.08.25

Due Date	Action Title	Owner(s)
28 Apr 2025	Provide an update on factoring in properties and flats. <b>Status:</b> In Progress	Ben Thomas, Fanchea Kelly
1 Oct 2025	DFI will check with RSM if a level of reserves should be set, thi... <b>Status:</b> In Progress	Ben Thomas
24 Nov 2025	Factoring <b>Status:</b> In Progress	Fanchea Kelly, George Mackie

## **4.2 4.2 Decision Tracker - from PS LSHA Board Meeting 18.08.25**

CEMC advised that the Rent Arrears Policy is being worked on and will be brought to the October Board.

## **5. North West Highland Community Enterprises**

### **5.1 North West Highland Community Enterprises - No Changes to Office Bearers**

DFI advised that the NWHCE subsidiary company continues to be dormant and can be brought back if and when necessary. The company Directors are David Clapham, Ian Young and Lowri Elizabeth Richards has the dual role of Company Secretary and Director.

## **6. Other Matters Arising**

### **6.1 Matters Arising**

A member asked when access to the Annual Assurance Statement evidence bank would be granted. GCM advised that this was currently underway and Tim from Clearview was testing access with some Members and GCM will send an email with the link tomorrow.

The Chair advised that Audrey Sinclair currently represents the Association at the Communities Housing Trust and Members were pleased that she continues this role. Audrey Sinclair also currently represents the Communities Housing Trust at Highland Housing Alliance, she advised she will be stepping down from this role.

## **7. A.O.C.B.**

### **7.1 A.O.C.B.**

Members were reminded that the revised meeting time of 5pm will take effect from the October Meeting.

## **8. Meeting Close**

### **8.1 Close the meeting**

**Next meeting:** LSHA Board - 13.10.2025 - 13 Oct 2025, 5:00 pm