

**PARAGON HOUSING ASSOCIATION LIMITED**

Minutes of Management Committee meeting

Grange Manor Hotel

17<sup>th</sup> September 2025

Present: A Anderson  
E Campbell  
S Gilbert  
B Lees  
D McLean  
L McNally  
J Anderson  
J O'Meara

Staff: M Torrance  
M Thompson

**Noted restricted agenda in accordance with Rule 56.2**

**1. APOLOGIES**

K Menzies  
M Richards  
J Hughson

Noted M Richards has submitted a request for a Special Leave of Absence.  
The circumstances were discussed and the members approved the SLA

**2. ATTENDANCE REGISTER**

Noted M Richards has submitted a request for a Special Leave of Absence. The circumstances were discussed and the members approved the SLA

**3. MINUTES OF PREVIOUS MEETING – 20<sup>TH</sup> AUGUST 2025**

There were no amendments to the minutes.

Proposed: S Gilbert  
Seconded: E Campbell

***Minutes Approved.***

**3a Matters Arising**

None

#### **4. BUSINESS ITEMS**

##### **4a. AGM ARRANGEMENTS**

Brief discussed and noted.

##### **4b. SHR AUDITED FINANCIAL STATEMENT RETURN**

M Thompson, F&I Manager explained how the return had been completed based on the Annual Financial Statements. Members approved the return. This will be approved online by the Director.

##### **4c. FCA 2024/25 RETURN**

M Thompson, F&I Manager explained the requirement for the return. Members approved the return.

##### **4d. SHAPS FINANCIAL ASSESSMENT RETURN**

M Thompson, F&I Manager explained how the return had been completed. Members approved the return.

##### **4e. Registers Report**

M Torrance advised that there had been no changes to the report as reviewed at the August meeting and this had been circulated again. The report was noted.

##### **4f. Membership Policy**

M Torrance explained the background to how the membership policy had been developed. It is based in the rules and when the original stock transfer took place the Management Committee had undertaken to have the policy endorsed by members to ensure that the basis of membership is transparent to members.

#### **DATE OF NEXT MEETING**

Wednesday 22<sup>nd</sup> October 2025

|                                |  |
|--------------------------------|--|
| <b>Signed:<br/>Chairperson</b> |  |
| <b>Date:</b>                   |  |