

**Harbour Homes Scotland Limited
Minutes of Harbour Homes Board Meeting held on
Thursday 26 February 2026 at 5pm via Teams**

Present:

Campbell Whyte (Chair)	Vendula Pavlikova
Graham Gillespie	Pauline Carter-Lee
Jim Sherval	Kevin Anderson
Liz McLean	Iain MacPhail
Caitlin McCorry	

In attendance:

Heather Kiteley, Group Chief Executive (virtual)
Gordon Cameron, Group Director of Operations
Mike Gibson, Interim Finance Director
Tina Bell, Group Business Support Manager
Alison Petretti, Business Support Officer (minute taker)

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The Chair welcomed Mike Gibson and Graham Gillespie to the meeting following their introductions to the Board.

1. Apologies and Welcome

1.1 Apologies received from Leigh Eardley and Chris Stone.

2. Declarations of Interest

2.1 None

3. Approval of Minutes**3a. Board Meeting – Thursday 20 November 2025**

Proposed by Liz McLean and seconded by Kevin Anderson.

3.1 Review Matters Arising and Outstanding Actions

3.1.1 None

4. Note - Matters Approved or Papers Issues Between Meetings - CEO

- 4.1
- Board Bulletins: #42
 - Departure of Director issued by e-mail – Confidential paper.

4.2 The Board **noted** papers.

5. Approve – TB McKay Earn Out Agreement Dispute Settlement – Group Director of Operations

5.1 The Board were advised the final payment for the company was due in December 2022. A dispute arose regarding the profit made in 2022 being insufficient to justify the final payment. An arbiter was appointed by both parties to help resolve the situation. Unfortunately, the arbiter was unable to come to a final solution due to insufficient information being available. An

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agreement between parties was agreed in December 2025 to the value of £170k.

- 5.2 The Chair thanked the director for a clear report and acknowledged the action taken was the correct one.
- 5.3 The Board **approved** the settlement, proposed by Pauline Carter-Lee and seconded by Caitlin McCorry.

Parent Matters

6. Approve - Purchase of Butterfly Way - Group Director of Operations

- 6.1 The Board was advised that 1A Lochend Butterfly Way is the current location for the cleaning team. Discussions have taken place with the landlord regarding the potential purchase of the site, which has existing planning approval for thirty-two units. A site investigation and services report has also been obtained and attached for information
- 6.2 The Board was advised discussions have taken place with the council regarding the recycled HAG arising from the proceeds from sales. Further negotiation is required as there remains disagreement regarding investment in existing stock and timescales for developing Butterfly Way.
- 6.3 It was noted that the purchase of the land will likely be financed through a combination of sales proceeds and organisational reserves depending on the outcome of the negotiations with the Council. As these negotiations have not been concluded yet, it is proposed that reserves are used to purchase the site.
- 6.4 The Board was advised that a condition of the sale was the appointment of the seller (EMA Architects) to provide design services at an agreed market rate.

[Iain MacPhail joined the meeting 5.30pm]

- 6.5 The Board expressed their enthusiasm for the prospect of future development.
- 6.6 The Board **approved** the paper, proposed by Liz McLean and seconded by Campbell Whyte.

7. Approve – Policies – Group Business Support Manager

- 7.1 The policies for approval are listed below:
 - a. Control Documents Policy - minor adjustments made
 - b. Complaints Policy – amend review from five years to three years
- 7.2 The Board discussed the review period for policies and agreed for consistency.
- 7.3 The Board **approved** the policies, proposed by Jim Sherval and seconded by Vendula Tomasova.

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8. Note - Recycled HAG proposal - Group Director of Operations

8.1 Item discussed, please see item 6.2.

8.2 The Board **noted** the proposal.

9. Note - Governing Body Members Conference - Governing Body Members' Conference 2026 - Group Business Support Manager

9.1 The Board were advised of the SFHA Governing Body Members Conference on Tuesday 21 April at The Studio, Hope Street, Glasgow. If members are interested, please contact Alison Petretti.

9.2 The Board **noted** the conference.

10. Any Other Business - Chair

10.1 None

11. Date of Next Meeting - Chair

11.1 Board Meeting - Thursday 12 March 2026, 5pm via Teams
Joint Board Away Day – Friday 24 April 2026
The meeting closed at 6.05pm

Signed by Chair: Campbell Whyte

Date: 12 March 2026