MEAL BOARD MEETING

18th June 2026

MINUTE

Present: **R Elliott (Chair)**

In Attendance: **C Hanlon (virtual); E Slater (virtually); C Tait**

C Ironside; K Miller; L Bee (Staff)

F Hurrell (Minutes)

MJ Mwenebungu (Chiene and Tait LLP, CT Auditors) for part of the meeting (virtually)

The meeting commenced at 17.00 and was held in person and virtually

Action

1. Apologies for Absence:

A Moodie, G Kitchener; A Moore

2. Declarations of Interest

R Elliott: MEHA Board Member, former employee of RBS member and RBS shareholder, Member of SHAPS Pensions Employers Committee
C Tait: Tenant of MEHA
C Hanlon: Employee of Link Group

3. Minutes of the Board Meeting held on 12 February 2026

The minutes of the meeting held on the 12th of February 2026 were approved as a true record of the meeting.

Proposed: C Tait Seconded: E Slater

4. Matters Arising

None

5. Board Actions

Following a query from E Slater, C Ironside confirmed that we will update the report with additional narrative to show the progress of outstanding tasks. **CI**

Members noted the Board Actions Report.

6. Items for Approval

6 (i) Audit Accounts 2026

K Miller presented the audited Accounts and the cover paper. She suggested that MEHA be asked to reduce the Management fee from £60k to £55k in order to ensure that MEHA remains under the VAT threshold.

Members approved the proposal to reduce the Management Fee and approved the audited accounts.

Proposed: C Tait; Seconded: C Hanlon

6 (ii) Audit Findings Report and Technical Update

MJ Mwenebungu presented a summary of the Audit findings and explained CT have issued an unqualified audit report and are of the view that the accounts give a true and fair view of MEAL's financial position. They are satisfied we are a going concern.

MJ Mwenebungu highlighted the key points as follows:

- MEAL will pay over the surplus in Gift Aid £48,783 to MEHA
- It was explained that if the fees are too great we would breach the VAT threshold of £93k.
- CT are comfortable that:
  - the level of recoverable rent arrears is appropriate.
  - satisfied that the revenue recognition is in line with the accounting policy.
  - satisfied that the management control of fraud is appropriate.

MJ Mwenebungu presented the technical update and highlighted the key point to consider from Financial Reporting Standard 102 for MEAL, which is the presentation of the lease liability. She gave Members assurance that CT will work with the MEAL team in the autumn to prepare for the changes.

Following a query from R Elliott MJ Mwenebungu confirmed that the majority of the work falls in the first year.

Members approved the audit findings report.

Proposed: C Tait; Seconded: C Hanlon

6 (iii) Letter of Representation

The Letter of Representation to CT follows the standard wording and is sent by the Board to assure the auditors that they know of nothing which would impact the accounts since the audit. The letter will be signed by R Elliott after this meeting. **RE**

M Mwenebungu left the meeting at 5.25

6 (iv) Risk Register

C Ironside presented the MEAL Risk Register and explained that we are working closely with one of the MEHA Board members to revise the MEHA Risk Register. Once it has been approved, work will start on reviewing MEAL's Risk Register.

Following a query from E Slater regarding tracking issues, C Ironside explained that we are developing a KPI dashboard which will be accessible to Board Members to view on a monthly basis going forwards.

C Hanlon suggested we give consideration to negative media activity surrounding political change and rent increases. C Ironside agreed that this is an emerging issue that should be included in the new Register. **CI**

Members noted the Report.

7 Items for Noting

7 (i) Management Accounts

K Miller presented the Management Accounts for the 12 months to March 2026 and highlighted the following points:

- We have had a high number of voids and a high cost per void.
- The bad debt provision reflects the level of arrears.

Following a query from E Slater regarding recharging exiting tenants, K Miller explained we can claim against the deposit for any deliberate damage but in many cases where a long-term tenancy has resulted in general wear and tear, this cannot be reclaimed. C Ironside highlighted that it is positive we have had so many long-term lets; and in response to a query from R Elliot explained there has been no pattern or cause for the high number of voids and it is hoped this will decrease next year.

R Elliott queried whether we carry out exit questionnaires for mid-market rents. C Ironside to confirm with the Housing Management Director. **CI**

Members noted the report.

7 (ii) KPIs

C Ironside presented the report and explained that the figure for repairs is inaccurate following a data cleanse in January due to a large number of jobs being incorrectly recorded on the system. The recording of all repairs will be closely monitored to avoid this situation occurring in the future.

C Ironside explained further that a thorough analysis of the EICRs has been carried out and there is one outstanding case for remedials which is due to be resolved shortly.

Members noted the report.

7 (iii) Business Plan Year 4 Outturn

C Ironside presented the Plan and explained we are now back up to full staff capacity and so we expect to see tasks progressed.

Drafting of the next Plan will commence this summer and will involve input from Board Members and Tenants.

Members noted the plan.

7 (iv) Training Plan

C Ironside outlined the Training Plan and Members are invited to a Cyber Security session on Wednesday the 24th June at 5.30pm.

Members noted the Plan.

7 (v) 90 Day Plan

Discussion took place around EV charging and C Ironside explained that the facility is in place but the logistics of working with a third party to deliver it has yet to be established.

Members noted the Plan.

7 (vi) SMT Reports (April and May 2026)

Members noted the reports.

8 AOCB

MEHA Group Internal Audit Plan 2026/27

K Miller presented the Audit Plan for the year and explained that the Plan addresses what is thought to be the most appropriate topics at this time.

Members noted the Plan.

10 Date and Time of Next Meeting

Thursday 5:00pm 17th September 2026

The meeting closed at 6.05 pm