



Minutes of the Meeting with Management Committee held on **Wednesday 26 March 2025 at 6.00pm**
via in person & via Zoom at Forgewood Community Centre

Minutes

Present:	Alan Thomson, Chair (AT)	Callum Boughey, (CB)	John Burton (JB)
	Karen Brown (KB)	Sandra Brown (SB)	Jolene Martin (JM)
	Margaret Hemmings (MH)	Tommy Divers (TD)	Angie Robinson (AR)
	Sharon Bonner (SHB)		
In Attendance	Paul Lennon, Director (PL)	Elaine Hyslop, Housing Manager (EH)	Richard Bolton, Senior Development Officer (RB)
	Paul Murphy, Senior Corporate Services Officer (PM)		

	Agenda Item	Action
1.	Welcome and Apologies	
	AT welcomed everyone to the meeting and thanked committee members for attending. Apologies were NOTED for Kirsty Wright, Charlie Millar and Craig Anderson.	PM to update register.
2.	Declarations of Interest	
	PT declared an interest in Agenda Item 13. PL declared an interest in Agenda Item 13 for all staff members present. PL advised committee that he was joining the Board of Lanarkshire Housing Association, subject to board approval, and reassured committee that there was no conflict of interest here as we were not competing in terms of funding and other matters. This was accepted by committee.	
3.	Minutes of Previous Meeting held on 25 February 2025	
	Proposed John Burton Seconded Callum Boughey	

	Matters Arising	
4.	PL went through the matters arising schedule from the previous meeting with committee and all matters/action points were completed.	
	Community Development	
5.	<p>RB advised the Co-op had received extra funding from one of our principal funders.</p> <p>Committee AGREED the date of the 15th of April for the second Community Development session. All in attendance also agreed the first training session Richard facilitated was excellent and they hoped that it would help continue to develop the community and centre.</p> <p>Committee NOTED the updates.</p> <p>Committee thanked RB for his presentation.</p> <p>RB left the meeting at 6.35pm</p>	
	Ethical Conduct and Notifiable Events	
6.	None	
	Scottish Housing Regulator (SHR) Engagement Plan	
7.	<p>Committee discussed and NOTED the latest engagement plan for the Co-op for the financial year ahead from the Scottish Housing Regulator (SHR). Committee were reassured that following the annual risk assessment of all RSLs, Forgewood were found to be fully compliant and need only do the necessary returns that we do every year anyway. PL went on to say that the SHR would soon announce their annual assurance statement visits and that they would select around 12-13 RSLs/Local Authorities to visit and ensure a mix.</p>	
	Potential Eco funding opportunity	
8.	<p>PL outlined the timeline to committee members from the Co-ops being approached in December 2024 regarding the Eco4 fund, to being informed that the Co-op doesn't meet the criteria. PL also expressed his dissatisfaction with the way the contractor reported the negative news and in fact asked for further information, which was still to be received.</p> <p>Committee members expressed their disappointment.</p> <p>PL advised that the staff team will keep abreast of any new energy funding coming up.</p>	

	Committee NOTED the update.	
9.	Planned Maintenance	
	<p>PL updated committee on the progress with the bathroom contract (for the remaining 40 flatted properties), confirming that a full pre start report would be arranged with the successful contractor within the next few weeks.</p> <p>Committee NOTED the update.</p>	
10.	Finance Function	
	<p>PL reminded committee that the Co-op's long standing finance agent Clark Davidson was retiring from his work with the Co-op on the 31st of March 2025.</p> <p>PL advised that he would arrange a date with Clark to present him with a gift for his long service with the Co-op.</p> <p>He also confirmed that he had met with potential candidates to help us move forward with any gaps, eg 30 year projections etc but had full faith in Craig managing to do the projections as well as everything as was detailed in Clark and his own job description. It was suggested that for a temporary period only, Quinn internal audit provide some expertise in their assessment of the 30 year projections and the use of the HUB asset management and we will look at recommendations thereafter. This was APPROVED by committee.</p> <p>Committee passed on their best wishes to Clark. It was suggested by the chair that the next meeting could start 15 mins early but only so they could link up to Clark on Teams/Zoom and pass on their sincere thanks for all his work and advice through the years as a few members have known him for many years Both PL and PM would take forward.</p>	Clark to be invited to next meeting remotely for farewell chat
11.	Insurance 25/26	
	<p>Committee APPROVED the 3-year fixed deal on offer with Aviva Insurance, previously discussed over recent months and with a presentation from our broker last month.</p>	PL to notify the insurance broker
12.	IT & Communications Contract	
	<p>PM advised that alongside Craig Anderson they had met with a number of IT & Communications providers and more meetings were forthcoming.</p> <p>Committee NOTED the update.</p>	
13.	Payments, Benefits & Entitlements	

	Committee AGREED to the continuation of a small allowance awarded annually to staff in terms of formal wear/uniform.	PL to advise CA.
14.	Membership Report	
	PM advised there weren't any membership applications for approval.	
15.	Staffing Paper	
	Committee APPROVED the staffing paper.	
16.	Employers Ballot Outcome	
	The committee NOTED the employers ballot outcome.	
17.	Staff Training	
	Committee APPROVED the request from a staff member to be supported in undertaking a housing qualification.	Place to be booked on housing course
	Items for Noting	
19.	Correspondence	
	Committee discussed with PL and NOTED the correspondence.	
20.	Use of Delegated Authority	
	None	
21.	Any Other Competent Business	
	AT thanked committee & staff for attending the meeting.	
22.	Summary of actions / decisions at this meeting	
	<ul style="list-style-type: none"> • Date for 2nd Community Development session AGREED • Quinn internal audit to assist with HUB asset management and 30 year projections. • 3 year fixed deal on offer with Aviva Insurance APPROVED • Committee APPROVED the allowance for staff • Staffing Paper APPROVED • Housing qualification application APPROVED 	
23.	Meeting Evaluation	

	<p>AT asked members for their evaluations of the meeting.</p> <p>Committee members felt that the meeting had been a constructive and positive meeting.</p>	
	<p>Date and time of next meeting Wednesday 30th April 2025 at 6pm</p>	
24.	AT advised committee members of the date of the next meeting.	
	Meeting Close	
25.	AT thanked committee & staff for attending the meeting. The meeting closed at 7.49pm.	