



Agenda Item 3

Minutes of the Meeting with Management Committee held on **Wednesday 27 August 2025 at 6pm** via in person & via Zoom at Forgewood Community Centre

Minutes

Present:	Alan Thomson (Chair) (AT)	Tommy Divers (TD)	Karen Brown (KB)
	Margaret Hemmings (MH)	Sandra Brown (SB)	John Burton (JB)
	Angie Robinson (AR)	Charlie Miller (CM)	Kirsty Wright (KW)
	Sharon Bonnar (SHB)		
In Attendance	Paul Lennon, Director (PL)	Craig Anderson, Finance Manager (CA)	Paul Murphy, Senior Corporate Services Officer (PM)

	Agenda Item	Action
1.	Welcome and Apologies	
	AT welcomed everyone to the meeting. Apologies were NOTED for Callum Boughey, Elaine Hyslop and Richard Bolton.	PM to update register.
2.	Declarations of Interest	
	None	
3.	Minutes of Previous Meeting held on 18 June 2025 (Issued in advance to committee)	
	Proposed Karen Brown Seconded Sandra Brown	
4.	Matters Arising	
	PL advised that since the last committee meeting the matters arising from the meeting were:	

	<ul style="list-style-type: none"> • PM updated the attendance register and would update SHR portal if required. • Loan Portfolio was submitted to SHR. • PM updated the policy register. 	
	Management Accounts to 30 June 2025 (Issued in advance to committee)	
5.	<p>CA took the committee through the draft Management Accounts. He went through each part and stated mainly that quarter 1 for 2025/26 were looking healthier, confirming;</p> <ul style="list-style-type: none"> • Surplus of £25,945 as of June 30th • Cash balance as of June 30th was £381,772, better by £7k on budget • Accounts show an improvement on same time last year. <p>CA was asked by a committee member if the co-op was identifying a more positive forecast going forward and if we were working to budget. CA stated that end of June accounts are not the best set of accounts to gauge but they were healthy enough and that this was an issue that was ironically discussed with Garrion's committee in general and repeated what was said in that "CA and PL confirmed that we were working to make savings in most areas of our expenditure and while some will take time, eg change of IT supplier, to be fully demonstrated, we will always seek value for money".</p> <p>Committee NOTED the presentation of the draft management accounts and APPROVED.</p>	Draft Management Accounts approved
	Draft Annual Accounts (Issued in advance to committee)	
6.	<p>CA guided the committee through his report on the draft Annual Accounts which had been sent out in advance of the meeting.</p> <p>CA advised committee that:</p> <ul style="list-style-type: none"> • Overall accounts show improvement from last year • Audit completed in July with three auditors conducting thorough checks and additional scrutiny. • Small deficit of £19,710 compared to last year's £193,000 loss • Money earmarked for the department place project starting end of year • Bank performance indicators meeting targets • Community centre income exceeded budget by £13,882 due to new booking system and other saving mechanisms. • Additional grant received for mental health and wellbeing fund. • National insurance underspent by £7,010 due to employer allowance from HMRC. • Legal expenses overspent by £4,213 due to valuation instructed by lender for additional borrowing. • Software subscription costs increased by £2,900 	Draft Annual Accounts approved

	<p>A committee member asked whether CA felt the Co-op would continue to improve financially next year.</p> <p>CA stated again that the year was already showing improvement in the first 3 months after year end.</p> <p>Committee NOTED the presentation and draft annual accounts and APPROVED the document. This would now be issued to the membership for the AGM in September 2025.</p>	
	Financial Letters of Representation	
7.	<p>PL advised that the financial letters of representation are letters we receive from our external auditors, AAB. The letters provide an overview of how AAB will audit the Co-op.</p> <p>This was NOTED and APPROVED by committee.</p>	
	External Audit	
8.	<p>PL advised committee that the external audit and been a positive experience and very successful visit.</p> <p>AAB were impressed once again with the systems and processes in place, and it made their audit much easier for another year. Any issues identified were minor.</p> <p>He also confirmed that AAB had officially now taken over French Duncan (who were trading as AAB prior to the audit). PL stated he would contact the SHR to see if they needed a notifiable even raised.</p>	<p>PL to check with SHR re French Duncan being removed from trading and AAB taking over audit/s completely.</p>
	Annual Assurance Statement Report	
9.	<p>PL provided an overview of the seven-page self-assessment report that had been circulated with the meeting papers, along with a draft version of the Annual Assurance Statement (AAS) for committee discussion. The initial draft of the AAS was developed with input from staff, tenant feedback, and the Chair, and reflects contributions from the full committee over the past year, as well as considerations for future planning.</p> <p>The self-assessment is supported by an updated 'evidence bank' that has been built up annually. This resource maps the co-op's position against each regulatory standard, offering a clear view of compliance.</p> <p>Following discussion, the committee gave provisional approval to the draft AAS. It will be revised and brought back to the October meeting for final approval and formal signing by the Chair.</p>	
10.	Annual Assurance Statement Action Progress Updates	

	<p>All regulatory standard indicators were confirmed to have been noted to assist with the evidence we gather in terms of ensuring our self-assessment is robust and also feeds into the annual assurance statement due to be signed in October 2025.</p> <p>Examples of these discussed at the meeting tonight were as follows, but PL stated these would be updated after every meeting to help progress with our AAS every year. Exemplified are below.</p> <table><tr><th>SHR ref No.</th><th>SHR Regulatory Requirement/Standard</th></tr><tr><td>(RS 1.3, 2.2 and 2.5)</td><td>Prepare an Annual Assurance Statement in accordance with SHR published guidance, submit to SHR between April and October each year, and make it available to tenants and other service users</td></tr><tr><td>(RS 1.3 and 2.5)</td><td>Keep up-to-date organisational details in the Register of Social Landlords, by maintaining the information via the Landlord Portal.</td></tr><tr><td>3.4</td><td>The governing body ensures financial forecasts are based on appropriate and reasonable assumptions and information, including information about what tenants can afford to pay and feedback from consultation with tenants on rent increases.</td></tr><tr><td>3.5</td><td>The RSL monitors, reports on and complies with any covenants it has agreed with funders. The governing body assesses the risks of these not being complied with and takes appropriate action to mitigate and manage them.</td></tr></table> <p>The committee accepted and approved this was of assessing FHC as it would then make the pre AAS easier if we were recording all evidence monthly, which we were doing but just not reporting in this format.</p>	SHR ref No.	SHR Regulatory Requirement/Standard	(RS 1.3, 2.2 and 2.5)	Prepare an Annual Assurance Statement in accordance with SHR published guidance, submit to SHR between April and October each year, and make it available to tenants and other service users	(RS 1.3 and 2.5)	Keep up-to-date organisational details in the Register of Social Landlords, by maintaining the information via the Landlord Portal.	3.4	The governing body ensures financial forecasts are based on appropriate and reasonable assumptions and information, including information about what tenants can afford to pay and feedback from consultation with tenants on rent increases.	3.5	The RSL monitors, reports on and complies with any covenants it has agreed with funders. The governing body assesses the risks of these not being complied with and takes appropriate action to mitigate and manage them.	
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	Housing Management Performance Reports (Issued in advance to committee)											
11.	<p>PL referred to Elaine's presentation to 30 06 2025 which focused on:</p> <p>Rent collection, voids, allocations, estate management and complaints, also confirming that all areas were again performed to a high standard. He also pointed out that the entire year 2024/25 reported the lowest ever void amount (6 properties) but advised committee that the co-op will probably reach this figure again by quarter two, 30 September 2025. This was due to tenants passing away and going into nursing homes as well as other issues the co-op could not control.</p> <p>Committee NOTED and thanked for the update.</p>											
	Repairs & Maintenance Performance Reports (Issued in advance to committee)											
12.	<p>PL confirmed to committee that:</p> <ul style="list-style-type: none">Meeting all targets for the "Big 6" safety requirements (100% compliance).											

	<ul style="list-style-type: none"> Bathroom project scheduled for second half of year. All target response times for emergency and non emergency repairs were achieved and some well within projected figures. <p>A committee member asked what the benefits of would be bringing cleaning services in-house.</p> <p>PL stated that it would provide better quality control, save money, create a career path for the worker, and ensure consistent service. The current cleaner is doing fantastic work but is employed through a contractor. But he also went on to say an analysis and evaluation of the functions and role were co-incidentally being carried out and felt there would be immediate savings in the litter picking and cleaning areas. A report will be brought to a future meeting,</p> <p>Committee NOTED the update.</p>	<p>PL/EH to discuss job evaluation of caretaker role at future meeting.</p>
	Bathroom Contract	
13.	<p>PL advised that the bathroom project is scheduled for second half of this year, confirming again Sureserve had won the tender through quality as well as price,</p> <p>Committee NOTED the update.</p>	
	Secretary's Report	
14.	<p>PM advised that there were no new membership applications.</p>	
	AGM Arrangements – Committee Members Standing Down	
15.	<p>PM reminded committee that the AGM is scheduled to take place in 3 weeks, with several committee members standing down for re-election.</p> <ul style="list-style-type: none"> Members standing down but seeking re-election including Callum Boughey Karen Brown Sandra Brown Margaret Hemmings Kirsty Wright (who was an appointed member and needs to stand down and be elected again). Office bearer elections will take place immediately after the AGM <p>Committee NOTED and approved the above.</p>	
	Secretary's letter prior to AGM	
16.	<p>Committee NOTED the Secretary's letter prior to the AGM.</p>	

	Staffing	
17.	<p>PL updated committee:</p> <ul style="list-style-type: none"> • Zarah from the maintenance team had a healthy baby boy (9 pounds) and is enjoying her maternity leave. • Elaine O'Hanlon has been appointed temporarily to cover Zarah's maternity leave (expected to last a year). • Several staff members are pursuing further education and qualifications. Laura Sneddon (Garrion) is starting a Level 4 Certificate in Housing Practice in October 2025. <p>A committee member added that it was important to invest in staff development to improve retention. PL reiterated the importance in this type of staff retention.</p> <p>Committee NOTED the staffing updates.</p>	
	Community Development	
18.	<p>PL advised that:</p> <ul style="list-style-type: none"> • The Co-op was highly recommended (placed 2nd) for a community impact award. • A new digital inclusion officer (Rachel McLean) has been appointed for the AFTAR project. • The Wise Group mentoring service is available for vulnerable families with children. <p>Committee NOTED the update.</p>	
	MSP Visit to Centre	
19.	<p>PL advised that two Labour elected members, Mark Griffin MSP and Councillor Ayesha Khan announced their intentions to stand as the party's candidates in the twinned selection of Uddingston & Bellshill and Motherwell & Wishaw for the 2026 Scottish elections. Both visited the centre to discuss the work of the Co-op and the impact the community centre has in the local community. They also immediately posted a positive article on social media about the great work being done by all connected with the community centre and co-op.</p>	
	Ethical Conduct and Notifiable Events	
20.	None	

	Payments, Benefits & Entitlements	
21.	None	
	Correspondence	
22.	Committee discussed the correspondence and NOTED its content.	
	Use of Delegated Authority	
23.	None	
	Any Other Competent Business	
24.	<p>PM discussed the paper sent to committee.</p> <ul style="list-style-type: none"> The committee AGREED to reduce the number of meetings by removing the April meeting on a trial basis. PL asked for volunteers for a study visit to West Whitlawburn Housing Co-operative's Communal Heating system taking place on Tuesday at 6pm on the 7th of October. It's a chance to view a community heating system approximately 14 miles away. This could be a potential solution for electric flats in the community. PL has contacted the Scottish House Net Zero Network about submitting a funding application for an initiative. A committee member asked how will the community benefit from the police sessions. PL advised that the police want to build confidence in the community, so people will report issues. Currently many incidents go unreported because residents don't see a police presence. These sessions will help establish relationships. One has been arranged for early September and it is hoped residents will attend. A committee member asked what can be done about FCC fire doors being propped open in the community centre during bookings in the large hall. PL suggested adding a clause to the booking form requiring users to respect fire regulations and keep fire doors closed. We could also conduct training sessions on proper procedures. PL also confirmed he was aware the aove on that day in question was not used to being at reception for groups and hoped the issue was a one off oversight, but would raise it. A committee member asked for a list of conferences coming up.PL confirmed we would provide a list at the next meeting. 	<p>Change in meeting schedule approved</p> <p>Members to confirm site visit to WWHC</p> <p>Community Police surgery to be advertised and feedback to next meeting</p> <p>FCC fire door closing to be looked at.</p> <p>Conference s due to take place to be brought to</p>

		future meeting
25.	Summary of actions / decisions at this meeting	
	<ul style="list-style-type: none"> • Draft Management Accounts – APPROVED • Draft Annual Accounts – APPROVED • Reduced the number of committee meetings to nine on a temporary basis – APPROVED • Annual assurance statement (draft) and self assessment APPROVED 	
26.	Meeting Evaluation	
	<p>AT asked members for their evaluations of the meeting.</p> <p>Committee members felt it had been a productive meeting.</p>	
27.	Date and time of next meeting 29 October 2025 at 6pm	
	AT confirmed the date of the next meeting.	
28.	Meeting Close	
	<p>AT thanked committee & staff for attending the meeting.</p> <p>The meeting closed at 7.46pm.</p>	