Agenda Item 3

Minutes of the Meeting with Management Committee held on **Wednesday 25 March 2026 at 6pm** via in person & via Zoom at Forgewood Community Centre

Minutes

Present:	Alan Thomson (AT) (Chair)	Callum Boughey (CB)	Karen Brown (KB)
	John Burton (JB)	Sandra Brown (SB)	Margaret Hemmings (MH)
	Tommy Divers (TD)	Charlie Millar (CM)	
In Attendance	Paul Lennon, Director (PL)	Richard Bolton, Senior Community Development Officer (RB)	Paul Murphy, Senior Corporate Services Officer (PM)

	Agenda Item	Action
1.	**Welcome and Apologies**	
	AT welcomed everyone to the meeting. Apologies were **NOTED** for Kirsty Wright, Jolene Martin, Edosa Nelson Fidelis & Elaine Hyslop.	**PM to update register.**
2.	**Declarations of Interest**	
	PL & AT declared an interest under item no 17.	
3.	**Minutes of Previous Meeting held on 18 February 2026**	
	Proposed **Sandra Brown** Seconded **Karen Brown**	
4.	**Minute Tracker** (Issued in advance to committee)	
	PL updated committee on the outcomes listed in the minute tracker. A committee member asked for an update regarding the two fire damaged homes. PL confirmed that our insurance company Aviva had accepted liability for the claims. A scope of works has been sent to contractors for pricing.	

	Potentially 3 tenants may need to be decanted but engagement with those affected with the damage has taken place. One tenant is going to stay with family and the other 2 tenants are likely to be decanted. PL confirmed that the timing of these decant requirements may fall conveniently as we expect a couple of properties to be ended soon. PL advised that we would normally have limited void properties available (around 9 voids per year typically). The Co-op may need to use private rental accommodation, hotels or rely on family arrangements. Disturbance allowance will be provided when tenants and their family stay with others so effectively use someone else's utilities or affect their council tax. Committee **NOTED** the minute tracker.	
5.	**Community Development Update**	
	RB provided an update on the community development work. RB advised committee on the status of the funding applications which had been completed on behalf of the Co-op. The Co-op have been successful in its application for the Investing in Communities transition fund. RB asked committee for approval for the authorised signatories for the Co-op for the grant. **Approved signatories:** • Paul Lennon - can accept grant offers, do payment claims, monitoring reports and complete statement of compliance. • Richard - can accept grant and do monitoring reports (cannot do grant claims due to conflict of interest as grant is linked to his salary). • Craig Anderson - can accept grant forms and statement of compliance (backup for Paul). Committee **APPROVED** the signatories. **Staffing** Committee **APPROVED** the contract extension for the Community Development Assistant post and the change to the grade after a successful review of the post. **Carer Respite Fund** RB confirmed the Co-op had been successful in its application for a Carer Respite Fund. **National Lottery Funding** Our application for national lottery funding is due in May. **Workload Management**	**RB to update portal**

	RB explained that there were real peaks in workload towards the end of the financial year. **Activities:** • Delivery of current programmes. • Evaluation of completed work. • Planning and preparation for next year. **Challenge:** Cannot plan next year until funding confirmed. A committee member asked for more information about the placement scheme opportunity. RB explained that the Routes to Work placement scheme reopened on the day of the committee meeting. The post would be fully funded salaried position for 6 months. This post could help with administrative tasks like creating posters, setting up rooms, freeing up time for higher-level work. We are awaiting the full details. PL asked for committee approval for RB to assist another RSL with assisting them with their community development work. A discussion followed. Committee **APPROVED** on a trial basis. Committee thanked RB for the presentation. RB left the meeting.	
6.	**Motherwell Pride in Place Briefing**	
	A committee member asked what the Pride in Place funding covers. RB advised that £19.6 million over 10 years for Forgewood, North Motherwell and the town centre areas. The split works out as 63% capital (structures) and 37% revenue (events, activities, consultations, programmes). Approximately £1.5 million most years, with £700,000 in revenue. The Board will be established with local people, MPs, MSPs and council representatives. Community consultation will begin after the May elections, with a four-year investment plan due November/December. Committee **NOTED** the update.	
7.	**April Strategy Meeting**	
	PL outlined the Co-op's strategic context, Forgewood is recognised as the community anchor in the area. We have a strong track record of securing	

	funding and delivering programmes. Other organisations are approaching the Co-op to learn from or partner with Forgewood. However, a balance is needed between collaboration and maintaining focus on core mission. Co-op's status with the Scottish Housing Regulator prior to our forthcoming Strategy meeting. **Annual Risk Assessment** **Notification:** Email received week before meeting. **Status:** Annual risk assessment completed for all Scottish landlords. **Result:** Confirmed as fully compliant, same as previous year. **Required Returns** **Standard Returns Only:** • Loan portfolio information. • Annual financial statements. • Performance information (ARC - Annual Return on Charter). • Notifiable events (as they occur). **Potential Regulatory Visit** **Previous Year Pattern:** • Received fully compliant status, early April 2025 then advised we were subject to an annual assurance visit. • Regulatory visit occurred late May. • Visit went smoothly - all requested information provided. **Previous Visit Themes:** • Internal audits. • Tenant safety. • Financial matters. • Assurance statement. **Potential This Year:** • No visit this year to FHC, due to last year's visit. However, we still focus on all our tasks and responsibilities as normal. **Tenant Safety Compliance** **Current Compliance:** 100% on all safety measures. • Gas safety. • Electrical safety. • Asbestos management. • Damp and mould. **New Performance Monitoring (This Year):** • Damp and mould. • Asbestos. • Water safety (Legionella testing in tanks inside flats). **Databases:** Information databases in place for all safety areas. Committee **NOTED** the update.	

8.	**Rechargeable Repairs policy** (Issued in advance to committee)	
	PL spoke to the report provided. A committee member asked what were the main changes to the rechargeable repairs policy? PL advised that the policy has been updated to clarify when former tenants can be charged for damage due to neglect, disrepair, malicious damage or wilful actions. A rechargeable account will be set up immediately, therefore enabling recovery at the outset. It also defines who can waive charges based on circumstances and addresses debt recovery for former tenants and write-off procedures. Committee **APPROVED** the Rechargeable Repairs policy.	**PM to update policy register**
9.	**Standard Policies** (Issued in advance to committee)	
	PM spoke to the report provided. Committee **APPROVED** the standard policies which required a renewal.	**PM to update policy register**
10.	**Energy Performance Certificates (EPC) Changes** (Issued in advance to committee)	
	PM spoke to the paper. A committee member asked if there was a potential opportunity to offer this service to other RSL. PL advised that once FHC stock is up to date we could offer services to other RSL's. However, it would be dependent on staff availability and whether staff would be willing to do work on weekends, but we would prioritise FHC stock first. Committee **NOTED** the updates.	
11.	**Staffing Update** (Issued in advance to committee)	
	PM spoke to the paper. PM advised that Kevin had completed his qualification and had received his certificate. Kieran has also completed his qualification but has not received his qualification yet. PM advised that staff appraisals had been completed and signed off, with development plans all agreed with staff members.	

	PM advised that for the Housing Assistant position we had one application to the internal advertisement. The interview took place today and we offered the role to the successful candidate, which they accepted. The start date for the role will be effective from the 1st of April, the rationale for this would be it's more streamlined to start at beginning of financial year. Committee members **APPROVED** this approach. Committee members **NOTED** the other updates provided.	
12.	**Tenant Satisfaction Focus Group** (Issued in advance to committee)	
	PL discussed the tenant satisfaction focus group with committee. The facilitator will be Alan Kennedy from Knowledge Partnership. The purpose of the session is to follow-up with tenants who expressed interest in attending after completing the satisfaction survey. The discussion will centre on the survey results and the tenant feedback. The date is the 15th of April. Committee members **NOTED** the update.	
13.	**Secretary's Report** (Issued in advance to committee)	
	PM advised that there had not been any membership applications since the last meeting. Committee members **NOTED** the update.	
14.	**Insurance Review**	
	PL spoke to the paper and asked for approval for the insurance quote for our insurance broker. A committee member asked why the insurance premium has increased significantly. PL apologised to committee members, that in the small print of the contract entered into with the insurance broker, it stated that it was a 3 year deal which commenced last year. Therefore, we have 2 years of the contract still to run. We will work with the broker to get the best outcome for the Co-op. Unfortunately market conditions have caused increases across the sector. This year's increase represents an approximately 5% rise. The broker tested the market for the best coverage. Compared to potential costs, its relatively manageable. PL added that a £12,000 insurance increase versus £240,000 potentially spent on homes through claims is a good trade off.	**PL to notify broker**

	Committee members **APPROVED** the insurance quote for 2026/2027. Committee members **NOTED** the update.	
15.	**Confederation of co-operative housing - CCH membership**	
	PL advised that the Co-op was just waiting for its membership to be processed. Committee **NOTED** the update.	
16.	**Local Bus Service No 244 set for closure**	
	PM spoke to the paper. A committee member asked what is happening with the bus service. PM advised that bus route 100 which serves Forgewood is being discontinued, it appears it has been replaced with a service from Airbles to Hamilton. We plan to write complaint letters to SPT (Scottish Passenger Transport), First Bus, and local representatives (MSPs, MEPs, councillors) to object to the change. Committee **APPROVED** writing to Scottish Passenger Transport and all local MSP's and MP's to complain.	
17.	**Director Appraisal**	
	AT advised he has good availability in the evenings for Paul's director appraisal. PL advised that he was happy to do it remotely if preferred. PM will organise paperwork and questions, PL added that we are aiming to complete before June meeting.	
18.	**Ethical Conduct and Notifiable Events**	
	None	
19.	**Payments, Benefits & Entitlements**	
	None	
20.	**Correspondence**	
	Committee discussed and **NOTED** the correspondence.	
21.	**Any Other Competent Business**	
	PM brought to committee a £50 donation request from EVH, whose team is taking part in the Kiltwalk on behalf of CHAS (Children's Hospices Across Scotland).	

	Donation **APPROVED** by committee A committee member asked what can be done about the abandoned car in the car park in Lorne Drive. A committee member suggested the car belong to former tenant who moved away, has been there for years. North Lanarkshire Council Environmental Department can influence parking enforcement but won't remove from private land without permission. Foreign-registered vehicles only allowed in UK for one year before requiring registration. If not registered, can be classed as abandoned. PL added that he would follow up with Billy on the discussion. A committee member asked will police surgeries continue. PL advised that previous surgeries had low attendance and there was some issues with social media posts about police presence, which was an attempt to make some tenants uncomfortable. So we may decide to pause social media promotion and return to traditional posters in closes to make it more discreet. A committee member suggested that the police surgery should be inconspicuous, held during times when people are coming and going to the centre for various reasons.	
22.	**Summary of actions / decisions at this meeting**	
	Signatories for the Investing in Communities transition fund: Approved RB to assist another RSL: Approved Contract extension for the Community Development Assistant post: Approved Rechargeable Repairs Policy: Approved Standard Policies: Approved Decant Policy: Approved Housing Assistant position recruitment approach: Approved Insurance quote: Approved Donation: Approved	
23.	**Meeting Evaluation**	
	The committee conducted a brief evaluation of the meeting, with members saying it had been an enjoyable meeting with some good discussions.	
24.	**Date and time of next Committee meeting**	
	AT confirmed the date of the next meeting as Wednesday the 20th of May at 6pm and a date for the strategy session would be confirmed soon.	
	Meeting Close	

25.	AT thanked committee & staff for attending the meeting. The meeting closed at 7.46pm.	