



Extract of the Minute of the Forgewood Management Committee held on **Wednesday 28 August 2024**  
**at 6pm** in person & via Zoom at Forgewood Community Centre

**Minutes**

<b>Present:</b>	Alan Thomson (Chair) (AT)	Callum Boughey (Vice Chair) (CB)	Jolene Martin (Secretary) (JM)
	Charlie Millar (Treasurer) (CM)	John Burton (JB)	Tommy Divers (TD)
	Angie Robinson (AR)	Karen Brown (KB)	Margaret Hemmings (MH)
	Sandra Brown (SB)		
<b>In Attendance</b>	Paul Lennon, Director (PL)	Clark Davidson, Finance Agent (CD)	Elaine Hyslop, Housing Manager (EH)
	Paul Murphy, Senior Corporate Services Officer (PM)	Richard Bolton, Senior Community Development Officer (RB)	
<b>Apologies</b>	Craig Anderson, Senior Finance Officer		

	<b>Agenda Item</b>	<b>Action</b>
1.	<b>Welcome and Apologies</b>	
	AT welcomed everyone to the meeting and thanked committee members for attending.  Apologies were <b>NOTED</b> for Craig Anderson.	<b>PM to update register.</b>
2.	<b>Declarations of Interest</b>	
	None	
3.	<b>Minutes of Previous Meeting held on 19 June 2024</b> (Issued in advance to committee)	
	Proposed <b>John Burton</b> Seconded <b>Angie Robinson</b>	
4.	<b>Matters Arising</b>	

	PL went through the matters arising schedule from the previous meeting with committee.	
	<b>Ethical Conduct and Notifiable Events</b>	
5.	<p>PI advised he would confirm if the loan triggered a notifiable event but the guidance appears to state that only if you borrow and secure your stock against a new lender's loan, that you notify SHR.</p> <p>A committee member asked if the community centre is tied to the loan ie. used as security for the loan.</p> <p>PL answered that the community centre wasn't.</p> <p>PL asked the committee for approved for a stock condition survey of the community centre to take place.</p> <p>Committee <b>APPROVED</b> the request.</p> <p>PL advised the committee of a notifiable event raised for GPHC.</p> <p>Committee <b>DISCUSSED</b> the matter.</p>	<b>Stock condition survey of the community centre to be commissioned</b>
	<b>6.1 Draft Annual Accounts</b> (Issued in advance to committee)	
6.	<p>CD guided the committee through the draft Annual Accounts which had been sent out in advance of the meeting.</p> <p>The accounts were:</p> <p>Proposed: <b>Alan Thomson</b>  Seconded: <b>John Burton</b></p> <p>A question was raised by a member of loans outstanding and CD clarified the position.</p> <p>Overall, it had been a difficult year for the co-op with a number of reasons for reporting a deficit with most out with our control, however he also advised he could see that there were already positive changes and efficiency measures taken to report better financially.</p> <p>Committee <b>NOTED</b> the presentation of the draft annual accounts and <b>APPROVED</b> the Draft Annual Accounts.</p>	<b>Draft Annual Accounts approved</b>
	<b>6.2 Draft Management Accounts</b> (Issued in advance to committee)	
	PL took the committee through the draft Management Accounts.	

	<p>PL remarked that the Co-op was going in the right direction with a surplus for the period £47,425.</p> <p>Committee <b>NOTED</b> the presentation of the draft management accounts.</p> <p>The accounts were:</p> <p>Proposed: <b>John Burton</b>  Seconded: <b>Charlie Millar</b></p> <p>Committee <b>NOTED</b> the presentation of the draft management accounts and <b>APPROVED</b> the draft management accounts.</p>	<p><b>Draft Management Accounts approved</b></p>
	<p><b>Financial Letters of Representation</b></p>	
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>Item <b>DEFERRED</b>.</p>	
	<p><b>External Audit</b></p>	
8.	<p>PL advised committee that it had been a very successful external audit so far.</p> <p>PL added that the informal feedback we have received as a staff team from AAB had been very positive and they have enjoyed working with us so far and were complimentary of the systems and processes in place by Craig (Finance)</p>	
	<p><b>Amended and Restated Loan Facilities for Nationwide £5,850,000</b> (Issued in advance to committee)</p>	
9.	<p>A standard minute of agreement was presented to Management Committee to be signed by appropriate members and staff. PL advised that the signed paperwork will be returned to the bank tomorrow to progress the new loan facility.</p> <p>PL referred to the new facility with Nationwide and confirmed that the mandate of signatures requires updating. All in attendance agreed to the new updated signatures, these will be completed and returned to the Nationwide when Craig Anderson returns.</p> <p>Submitting a confidential minute to the Nationwide was <b>APPROVED</b></p>	<p><b>Minute and signatures to be sent to bank</b></p>
10.	<p><b>External contractors/consultants</b></p>	

	<p><b>Item Deferred</b></p> <p>PL advised that we are currently reviewing to ensure that the Co-op get value for money.</p> <p>A committee member complimented the Co-op on looking at their suppliers and consultants and trying to get best value.</p>	<p><b>Item DEFFERED</b></p>
<p>11.</p>	<p><b>Community Development</b> (Issued in advance to committee)</p> <p>RB spoke to the report provided in the papers.</p> <p>RB provided committee with an update on the work of the community development team.</p> <p>RB described:</p> <ul style="list-style-type: none"> <li>• Community Team Staffing Update</li> <li>• Community Centre</li> <li>• Moving forward</li> <li>• Funding Update</li> </ul> <p>The committee <b>AGREED</b> to provide 25% of salary funding until 31st of October 2024 for the Community Development posts.</p> <p>After discussion, the Committee <b>AGREED</b> not to continue the funding for the posts beyond 31st of October 2024 due to budget restraints and other costs our tenants' rent money is being used to fund.</p> <p>PM stated that the Co-op has been provided with advice from EVH throughout the process.</p> <p>RB advised that the tea and coffee charges are not covering our costs, additionally we are looking to add in set up charges for setting up rooms.</p> <p>A committee member asked when was the hall hire last reviewed for evening &amp; weekend charges.</p> <p>A committee member asked how do we compare with other facilities.</p> <p>RB advised that is had been a few years and being based in Motherwell is a big advantage as people want a Motherwell location for their events.</p> <p>A committee member asked if there was an over run fee for bookings.</p> <p>RB replied that that yes it was something we want to do, alongside a suite of booking forms.</p> <p>RB was thanked for his presentation.</p>	

	<b>Advice for Tenants and Residents (AFTAR) Project</b> (Issued in advance to committee)	
12.	<p>EH spoke to the report provided in the papers.</p> <p>Committee were invited to note the current position with AFTAR project and on this basis a recommendation was made to continue to provide this valuable service to our tenants.</p> <p>The Committee are asked to consider approving the match funding on the basis that all other RSLs agree to continue to be part of the project and to the match funding required from them.</p> <p>EH highlighted that FHC had the second highest Client Financial gain of the member organisations of the AFTAR Project.</p> <p>Committee were <b>NOTED</b> the current position of the AFTAR (Advice for tenants &amp; residents) project</p> <p>Committee <b>APPROVED</b> the match funding on the basis that all other RSLs agree to continue to be part of the project and to the match funding required from the Co-op.</p>	<b>Additional funding approved</b>
	<b>Membership Report</b> (Issued in advance to committee)	
13.	<p>PM advised that there were two membership applications.</p> <p>Membership applications <b>APPROVED</b></p>	
	<b>Housing Management Performance Reports</b> (Issued in advance to committee)	
14.	<p>EH spoke to the report provided in the papers.</p> <p>EH advised that the Co-op was looking to charge rent on a monthly basis rather than 4 weekly to match the payment of universal credit and workers wages in general. With effect of 1 April 2025.</p> <p>A committee member asked if the implementation would take a bit of time because of software changes.</p> <p>EH advised that our housing management software provider (SDM) had said there would not be a delay.</p> <p>Committee <b>APPROVED</b> the request to charge rent on a monthly basis rather than 4 weekly. This would be subject to consultation and would not negatively affect tenants. It would also involve an addendum being signed by tenants on the proposed changes.</p>	

	<p>EH also commented that complaints against the co-op are managed well and a reduction is evident.</p> <p>Report provided by EH was accepted by committee.</p> <p>Committee <b>NOTED</b> the report and passed on their thanks to EH and the team.</p>	
	<p><b>Repairs &amp; Maintenance Performance Reports</b> (Issued in advance to committee)</p>	
15.	<p>EH spoke to the report provided in the papers.</p> <p>EH presented the report to provide the management committee with current levels of performance.</p> <p>A committee member asked if radiators are checked as part of a gas safety check.</p> <p>PL stated this had been asked about before and a checklist on what was done at a safety visit was presented but would get an up to date list from maintenance..</p> <p>Committee <b>NOTED</b> the report and passed on their thanks to the maintenance staff.</p>	
	<p><b>AGM Arrangements – Committee Members Standing Down</b> (Issued in advance to committee)</p>	
16.	<p>Committee <b>NOTED</b> the report provided and <b>APPROVED</b> the AGM Arrangements.</p>	
	<p><b>Secretary’s letter prior to AGM</b> (Issued in advance to committee)</p>	
17.	<p>Committee <b>NOTED</b> the Secretary’s letter prior to the AGM.</p>	
	<p><b>Self Assessment</b></p>	
18.	<p>PL advised that we have begun collating all the evidence for management committee to help assist in the production of the Annual Assurance Statement.</p>	
	<p><b>Correspondence</b> (Issued in advance to committee)</p>	
19.	<p><b>22.1 Scottish Housing Regulator (SHR) - Changes to Charity Law</b></p> <p>The correspondence was <b>NOTED</b></p> <p><b>22.2 Scottish Housing Regulator (SHR) - Making information available for tenants and service users about landlord performance and the Regulator’s work</b></p>	

	<p>PM showed the improvements to the website following the correspondence from SHR.</p> <p>The correspondence was <b>NOTED</b></p>	
<b>20.</b>	<p><b>Payments, Benefits &amp; Entitlements</b></p> <p>None</p>	
<b>21.</b>	<p><b>Use of Delegated Authority</b></p> <p>None</p>	
<b>22.</b>	<p><b>Any Other Competent Business</b></p> <p>A committee member requested just to receive their committee paperwork via email.</p> <p>Committee discussed the option of going paperless, some members made suggestions on how to achieve this.</p> <p>PM advised that a date for further committee training would take place a week after the AGM at 6pm on Wednesday 25<sup>th</sup> of September.</p>	
<b>23.</b>	<p><b>Summary of actions / decisions at this meeting</b></p> <ul style="list-style-type: none"> <li>• To provide funding for the Community Development posts until Oct 2024 – APPROVED</li> <li>• Draft Annual Accounts – APPROVED</li> <li>• Draft Management Accounts – APPROVED</li> <li>• Match funding for the AFTAR (Advice for tenants &amp; residents) project - APPROVED</li> <li>• Committee APPROVED the request to charge rent on a monthly basis rather than 4 weekly.</li> </ul>	<p><b>Draft annual accounts approved for submission.</b></p> <p><b>EH to work on the change to calendar monthly rents</b></p>
<b>24.</b>	<p><b>Meeting Evaluation</b></p> <p>AT asked members for their evaluations of the meeting.</p> <p>Committee members acknowledged that they had enjoyed a productive meeting with everyone in attendance contributing to the meeting, which was pleasing to see.</p>	
<b>25.</b>	<p><b>Date and time of next meeting</b> <b>Annual General Meeting (AGM) 6pm Tuesday 17th of September</b></p> <p>PL reminded Committee members of the date for the forthcoming AGM and encouraged their attendance at the meeting. A prize draw and prize bingo would also take place on the night.</p>	

	<b>Meeting Close</b>	
26.	AT thanked committee & staff for attending the meeting. The meeting closed at 7.56pm	