



Minutes of the Meeting with Management Committee held on **Wednesday 22 January 2025 at 6.00pm** via in person & via Zoom at Forgewood Community Centre

Minutes

Present:	Alan Thomson (Chair) (AT)	Charlie Millar (CM)	Tommy Divers (TD)
	Sandra Brown (SB)	Karen Brown (KB)	Margaret Hemmings (MH)
	Kirsty Wright (KW)		
In Attendance	Paul Lennon, Director (PL)	Elaine Hyslop, Housing Manager (EH)	Craig Anderson, Senior Finance Officer (CA)
	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.	
	AT thanked CA for the fantastic finance training which had taken place immediately prior to the Committee meeting beginning. Committee members agreed with the Chair's assessment of the training. Apologies were NOTED for Callum Boughey, Jolene Martin & John Burton.	PM to update register.
2.	Declarations of Interest	
	None.	
3.	Minutes of Previous Meeting held on 27 November 2024 (Issued in advance to committee)	
	Proposed Karen Brown Seconded Alan Thomson	Upload minutes to website
4.	Matters Arising	

	PL went through the matters arising schedule and confirmed that all matters arising had been attend too.	
5.	<p>Community Development</p> <p>RB began his presentation by praising the impact and the financial support provided by Forgewood Holdings which has been exceptional, amounting to around £35,000 this financial year.</p> <p>PL added that as requested by committee he wrote to Forgewood Holdings to express the committee thanks for all the support provided.</p> <p>RB described how busy he had been with the ICF (Investing in Communities Fund) deliverable and lots of project delivery.</p> <p>RB added that he has identified clear peaks in booking enquiries, which will be aided by new processes from April. Furthermore, new costs for room hire will come to the committee for approval, RB asked for any questions.</p> <p>A committee member felt that we don't advertise enough of what is coming up at the centre, via a letterbox drop, via facebook advertise in the Motherwell Times etc.</p> <p>RB explained that greater advertising and promoting could be resource intensive. RB added that many of the groups who run activities in the centre are separate from the Co-op.</p> <p>A committee member asked about the delay setting up of a community group.</p> <p>RB proposed having a meeting to discuss further.</p> <p>Committee agreed.</p> <p>RB left the meeting.</p>	<p>Community Development session to be arranged</p>
6.	<p>Ethical Conduct and Notifiable Events</p> <p>None</p>	
7.	<p>Tenant Safety - Internal Audit</p> <p>EH discussed the Internal Audit report on Tenant Safety, confirming the level of assurance awarded by the auditor was High.</p> <p>Extract from the report: <i>Controls have been well designed and are mostly effective. Although there are some areas that may need attention, these areas are not critical and do not compromise the overall integrity of the controls in place.</i></p>	

	<p>Following a very successful internal audit the following policies have been externally reviewed by the auditor:</p> <ul style="list-style-type: none"> • Legionella Policy • Damp and Mould Policy • Gas Safety Policy • Asbestos Policy • Electrical Safety Policy • Fire Safety Policy <p>The report was considered and discussed by the committee.</p> <p>The committee thanked staff for their efforts during the audit period.</p>	
8.	Policy	
	8.1 Legionella Policy	
	Committee APPROVED the policy.	Policy Register to be updated
	8.2 Damp and Mould Policy	
	Committee APPROVED the policy.	Policy Register to be updated
	8.3 Gas Safety Policy	
	Committee APPROVED the policy.	Policy Register to be updated
	8.4 Asbestos Policy	
	Committee APPROVED the policy.	Policy Register to be updated
	8.5 Electrical Safety Policy	
	Committee APPROVED the policy.	Policy Register to be updated
	8.6 Fire Safety Policy	
	Committee APPROVED the policy.	Policy Register to be updated
9.	Green Energy Heating Investment Proposal	
	<p>PL spoke to the paper provided on the Green Energy Heating Investment Proposal. The funding comes from a Government scheme which is funded by energy companies, and is known as ECO4 funding. It would involve the installation of solar panels and new clean electric heating systems, in all electric new build flats only.</p> <p>Committee expressed their approval to explore the possibility of successfully applying for the funding, which would be led by Saltire.</p>	

	<p>A committee member asked if the scheme could be potentially extended to include other Co-op properties.</p> <p>PL advised that the heating type is the main issue and was only being considered for electric heating flats.</p> <p>A committee member added that the Co-op would be responsible for the upkeep and maintenance of potentially a complex heating system. PL advised there would be warranties and future checks in place.</p> <p>Invite to February meeting to be issued to Gary McIntosh, Business Development Manager at Saltire to discuss the proposal further.</p> <p>A committee member was sceptical regarding the proposal of wet electric heating systems for a small number of properties. The member had one installed in their home a number of years ago, albeit a type of traditional property that doesn't fall within Co-op stock type.</p>	<p>Invite to February meeting to be issued to Gary McIntosh, Business Development Manager Saltire</p>
10.	Planned Maintenance	
	<p>PL advised that the Co-op is looking to tender for 40 new bathrooms. The advert is going out soon to 17 potential contractors via the Scotland excel framework.</p> <p>PL asked committee for volunteers for the tender opening and scoring process, if this was necessary, a number of committee members volunteered their services.</p> <p>PL thanked the volunteers.</p>	
11.	Finance	
	11.1 Rent Increase 2025/26	
	<p>EH spoke to the paper, describing the feedback received from tenants via a number of different methods. EH advised that the rent focus group had been a really good and informative discussion.</p> <p>The general feedback from tenants to the consultation was one of understanding of the situation and an acknowledgement that the Co-op had proposed an amount which was made in the knowledge that financially it isn't a great time for tenants generally.</p> <p>Committee APPROVED the rent increase of 3.3% across all properties.</p>	<p>Rent increase of 3.3% across all properties for 2025/2026 to be applied. Tenants to be</p>

	<p>The increase will take effect on 1 April 2025 and all tenants will be given at least 4 week's notice of the increase.</p> <p>EH also confirmed the rent charge change from 4 weekly to calendar monthly, confirming this was on schedule for 01April 2025.</p>	notified of the rent increase
	11.2 Loan Covenants	
	CA confirmed there were no concerns in regard to the loan covenants.	
	11.3 Finance Function	
	PL to come to committee with a proposal for external support in the completion of 30 year and 5-year financial projections.	PL to come back to committee with a proposal
	11.4 Insurance Renewal 2025/26	
	<p>PL advised that he and CA had met with the Co-op's current insurance broker, Richard MacDonald of Howdens on Monday. Richard advised that Howdens had managed to add 5 new insurance companies to their list of partners.</p> <p>Committee asked for an invitation to be sent to the Co-op's current insurance broker, Richard MacDonald of Howdens, to attend the February meeting.</p> <p>PL confirmed that a vast amount of work was required by the Co-op for renewal each year.</p> <p>CA left the meeting.</p>	Invite to February meeting to be issued to Richard MacDonald, Insurance Broker.
12.	Staff & Committee	
	12.1 Payments, Benefits & Entitlements	
	None	
	12.2 Membership Report	
	<p>PM confirmed that there was one membership application for approval at the meeting.</p> <p>Committee APPROVED the 1 membership application.</p> <p>PM advised that Nichola Mooney had stood down from the management committee for personal reasons.</p>	Co-op membership records to be updated

	Committee recorded their thanks for Nichola's contribution.	SHR portal records to be updated
	12.3 Staffing	
	None	
	12.4 Committee Dates for the Year	
	The committee NOTED the dates for the year.	
	Items for Noting	
	Correspondence	
13.	<p>13.1 SHR – Housing regulator publishes report on notifiable events registered social landlords reported to it in 2023/24</p> <p>The correspondence was discussed and NOTED, PL pointed out that a 2024/25 notifiable event from Garrion was very similar to one in the SHR report.</p> <p>13.2 RSLs' finances weakened, but projections show some improvement over the medium term, Regulator reports</p> <p>The correspondence was discussed and NOTED.</p> <p>13.3 SHR - Housing Regulator launches consultation on its second British Sign Language Plan</p> <p>The correspondence was discussed and NOTED.</p> <p>PM confirmed the acknowledgement letter from Forgewood Holdings praising the work done by Richard, following the message to them from committee.</p>	
14.	Use of Delegated Authority	
	None	
	Any Other Competent Business	
15.	<p>A committee member suggested that to enable the Co-op to build homes we should investigate niche / experimental housing for example modular houses, which would potentially attract greater external funding.</p> <p>PL agreed that out of the box thinking could help small community based RSL's break the financial impasse of the cost of new build housing.</p>	

	<p>PL advised that local Police officers were keen to come to the committee meeting in March to build relations.</p> <p>Committee AGREED to invite the police officers to the March meeting.</p>	<p>Invite Police to March meeting</p>
	Summary of actions / decisions at this meeting	
16.	<ul style="list-style-type: none"> • Committee APPROVED the rent increase of 3.3% across all properties for 2025/2026 to be applied. • Committee APPROVED the proposal for to encourage tenants to change their rent payments from four weekly to paying monthly as the standard, however tenants can still pay at any time or to a schedule whichever suits them best. • Community Development Session to be arranged. • Six Health & Safety policies approved. • Invite to February meeting to be issued to Richard MacDonald, Insurance Broker • Invite to February meeting to be issued to Gary McIntosh, Saltire • Invite Police 	
	Meeting Evaluation	
17.	<p>AT asked members for their evaluations of the meeting.</p> <p>Members were positive on the outcomes from the management committee.</p>	
	<p>Date and time of next meeting Wednesday 26th of February 2025</p>	
18.	AT reminded Committee members of the date of the next meeting.	
	Meeting Close	
19.	AT thanked committee & staff for attending the meeting. The meeting closed at 7.49pm.	

