



Agenda Item 3

Minutes of the Meeting with Management Committee held on **Wednesday 18 February 2026 at 6pm**
via in person & via Zoom at Forgewood Community Centre

Minutes

Present:	Callum Boughey (Chair) (CB)	Alan Thomson (AT)	John Burton (JB)
	Karen Brown (KB)	Sandra Brown (SB)	Margaret Hemmings (MH)
	Jolene Martin (JM)	Charlie Millar (CM)	Sandra Bonnar (SHB)
	Edosa Nelson Fidelis (EF)	Kirsty Wright (KW)	
In Attendance	Paul Lennon, Director (PL)	Elaine Hyslop, Housing Manager (EH)	Craig Anderson, Finance Manager (CA)
	Richard Bolton, Senior Community Development Officer (RB)	Paul Murphy, Senior Corporate Services Officer (PM)	

	Agenda Item	Action
1.	Welcome and Apologies	
	AT asked CB to Chair the meeting as he continues his ongoing recover from a recent illness. CB welcomed everyone to the meeting. Apologies were NOTED for Tommy Divers.	PM to update register.
2.	Declarations of Interest	
	PL declared an interest under item no 22.	
3.	Minutes of Previous Meeting held on 21 January 2026	
	Proposed Karen Brown Seconded John Burton	
4.	Matters Arising (Issued in advance to committee)	

	PL advised that since the last committee meeting the matters arising from the meeting were: • PM updated the attendance register. • Component Lifespan Review to discussed further at the next meeting. • Update on insurance premium for 2026/27 to come to this meeting, on agenda. Committee NOTED the report.	
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. • Administrative burden: approximately 25 funding returns annually. A Committee Member asked how is the hallmaster booking system working. RB advised that the hallmaster booking system had been a great success. • 301 bookings made through the system. • 146 invoices submitted since April (compared to 96 for entire previous year). • RB described the system as essential - "wouldn't have coped without it". • Massive increase in centre usage. • Multiple bookings at same times increasing profit levels. • Week day bookings particularly profitable. • Phase 2 improvements planned for spring to streamline processes further. • Currently relies on goodwill but crucial for long-term centre sustainability. Political Engagement • Visit from Anas Sarwar (Scottish Labour Party leader) to the Community Centre. • Discussed housing topics, community work, funding and future plans. Committee thanked RB for the presentation. RB left the meeting.	
	Community Centre 10th Anniversary	
6.	RB advised that the Community Centre's 10th anniversary is in July this year. RB is planning to have a celebration event which would provide an opportunity to acknowledge all our funders and the people who make it a thriving centre.	

	Committee AGREED with this approach.	
	Management Accounts to 31/12/2025 (Issued in advance to committee)	
7.	CA spoke to the paper. - Operating surplus of £112,454 and a final surplus of £36,912. - Cash with bank: £358,722. - All key performance indicators meeting targets. - Interest cover ratio improved significantly from previous year. Committee APPROVED the Management Accounts to 31/12/2025.	
	Budget 2026/27 (Issued in advance to committee)	
8.	CA spoke to the paper. A Committee Member asked what are the key financial indicators for the Co-op. CA advised that we have a surplus of £30,850 as of December. All key indicators are meeting targets, particularly the interest cover ratio which was tight last year but has now improved. - Strong covenant compliance with banks: - Interest cover at 228% (requirement: 130%) - Debt Serviceability at 494% - Net Debt per Unit at £6,711 A Committee Member asked what is the budget outlook for 2026-27. Total income increases from £1.35m to £1.40m, primarily due to a 4.8% rent increase aligned with CPI +1%. This increase supports the Co-operative's ability to maintain service levels and invest in stock condition and safety. Additional income streams include community centre income, staff-sharing income, grants and capital grant amortisation. Committee APPROVED the Budget 2026/27. Committee members thanked CA for his presentations. CA left the room.	
	Fires in the Estate	
9.	PL spoke to the paper. 30 Davaar Drive - Occurred at lunch time on 29th January. - Affected a house with ground floor and first floor. - Fire investigation suggests candle as possible cause.	

	• Fire primarily affected upstairs area. • Estimated repair costs: £60,000. • Family of 5 plus 2 pets displaced. • Difficulty finding temporary accommodation due to pets. • Family member had property nearby, providing temporary solution. • Police cordoned off area until next morning. • Neighbours helped evacuate residents. 25 Ashton Street • Major fire with estimated repair costs of £170,000. • Elderly single male tenant affected. • Firewall between properties performed excellently, preventing spread. • Tenant placed in respite care for 2 weeks while social services assess long-term needs. • Tenant may not be physically fit to return to upstairs flat. • Property requires major work including smoke and soot damage assessment. • Insurance covers building components but not tenant's personal belongings. Fire Safety Actions • The son and brother of a committee member rescued a man from danger during the fire at Ashton Street - commended for bravery. • Locks changed on affected properties to prevent unauthorised access. • Ongoing engagement with loss adjusters and surveyors. • Rent will be covered during repair period. • Newsletter to include information about contents insurance. A committee member asked do owners in the blocks have insurance requirements. PL advised that yes owners are required to have communal block insurance. We've been reviewing the cost and will include information about contents insurance in the next newsletter. A committee member remarked that recent fires would make tenants reflect on the current insurance arrangements. Committee members NOTED the update.	
10.	Fire Risk Assessment (FRA) Progress Report (Issued in advance to committee)	
	PL spoke to the paper. The report provided an update to the Management Committee on progress made in response to the Fire Risk Assessment (FRA) carried out by ACS in May 2025. It details actions completed, works in progress, and items requiring budget planning.	

	Committee members NOTED the update.	
	Satisfaction Levels Regarding Bathroom Contract (Issued in advance to committee)	
11.	EH spoke to the paper. A total of 20 satisfaction surveys were completed between Sure Serve contractors and Forgewood Housing Co-op. Five tenants could not be accessed. For the five properties, verbal confirmations of satisfaction were obtained at Bathroom Sign-Off. Overall satisfaction levels were very high, scoring 100% of those surveyed. demonstrating strong performance in workmanship and tenant engagement. Committee members NOTED the update.	
	Housing Management Performance Reports (Issued in advance to committee)	
12.	A committee member asked how the housing performance is looking. EH advised that performance is good with 9 terminations, net arrears at 0.04% of annual income, and turnaround time of 3.67 days (improved from last year). Rent arrears are at 0.76%, which is really good. We've dealt with 27 cases with only two having outstanding balances totalling £259 (0.02%). EH asked committee to note that we suspect that large numbers of informal complaints received, are resolved very quickly, but not always recorded. Committee members NOTED and thanked EH for the presentation.	
	Write off report (Issued in advance to committee)	
13.	EH spoke to the report provided. Committee APPROVED the Write off report.	
	Maintenance Performance Reports to 31/12/2025 (Issued in advance to committee)	
14.	PL spoke to the paper. Performance (October 1st - December 31st) Tenant Safety Compliance • Gas safety and servicing: Compliant • Electrical installation condition reports: Up to date • Fire safety: Compliant • Damp and mould: Systems in place, no repeat visits to properties.	

	• Water safety (Legionella): Compliant • Energy efficiency: Ongoing improvements planned. Energy Performance Certificates (EPCs) • Major changes coming from March 2027: All properties require new EPCs. • Process starts October 2025. • After December 31, 2025: Properties rated lower than D cannot be allocated. • Billy and Kieran (staff assessors) will conduct assessments, potentially requiring overtime. Damp and Mould Management • AWAB's Law implementation delayed by 6 months (from April to later in year). • Regulator still expects performance reporting from April 1st. • Forgewood has effective system in place - no repeat visits to properties. • Mould eradication kits previously provided (3-step process: surface removal, root treatment, preventative paint additive). • Current approach: Contractor visits using professional products to satisfy regulator requirements. • Industry debate: Tenant behaviour (ventilation, heating use, furniture placement) contributes to mould issues. • Newsletter planned to raise awareness of mould prevention methods. Committee members NOTED and thanked PL for the presentation.	
	Stock Condition Survey – Component Lifespan Review (Issued in advance to committee)	
15.	Committee members AGREED the recommendations in the component lifespan review report.	
	Staffing Report (Issued in advance to committee)	
16.	EH spoke to the paper. Current Staff Matters • Julie: Maternity cover for maintenance admin at Forgewood, settled well into the role (covering until end of August 2026). • Sharon: Successfully transitioned to Law View (16 of 24 contracted hours), excellent tenant satisfaction feedback. • Ryan: In-house caretaker showing excellent results across both co-ops (litter picking, handyman work, obliging and hard-working). Staff Qualifications in Progress • Kevin: Digital marketing qualification - final module, awaiting results. • Laura: Level 4 housing qualification - halfway through. • Kieran: Level 4 maintenance management - completed, awaiting confirmation.	

	- Josh: Finance course too challenging (self-study format), looking for structured classroom-based alternative starting April. Staff Appraisals - Schedule: Started this week (today and Thursday). - EH advised that she would be providing positive feedback due to good staff performance. Staffing proposal APPROVED contained within the report. Committee NOTED the updates.	
17.	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.	
18.	Insurance Review (Issued in advance to committee)	
	PL discussed insurance with committee for the financial year 2026/2027. - Significant increase expected for 2026-27 - Two major fires will impact renewal rates - Updates to be provided at future meetings Committee members NOTED the update.	Update on insurance premium for 2026/27 to go to the March meeting
19.	IT (Issued in advance to committee)	
	The committee discussed the paperwork covering a contractual dispute with former long time IT provider. PM expressed frustration with the practices of the former provider. Committee NOTED the report.	
20.	Confederation of co-operative housing - CCH membership	
	PL advised that the Co-ops forum group had still to meet in person with the confederation of co-operative housing. Committee NOTED the update.	
21.	April Strategy Meeting	

	The committee agreed to have the strategy meeting on a week day instead of a weekend. Committee NOTED the update.	
22.	Director Appraisal PM advised that we just need to finalise a suitable date for the Director appraisal. Committee NOTED the update.	
23.	Ethical Conduct and Notifiable Events None	
24.	Payments, Benefits & Entitlements None	
25.	Correspondence Committee discussed and NOTED the correspondence.	
26.	Use of Delegated Authority None	
27.	Any Other Competent Business A committee member paid a compliment to staff going above and beyond. A tenant was left without electricity due to their energy supplier changing her from direct debit to monthly payments. A committee member paid tribute to Yvonne, Billy, Kevin, Susan & Karin. PL thanked the committee member for raising the issue and was glad staff were able to assist. A proposal to change the agenda item from matters arising to minute tracker was approved. Committee NOTED the updates.	
28.	Summary of actions / decisions at this meeting Management Accounts to 31/12/2025: Approved Budget 2026/27: Approved Write off report: Approved Stock Condition Survey – Component Lifespan Review: Approved	

	Meeting Evaluation	
29.	The committee conducted a brief evaluation of the meeting, with members expressing it had been a productive meeting.	
	Date and time of next Committee meeting	
30.	CB confirmed the date of the next meeting as Wednesday the 25 th of March at 6pm.	
	Meeting Close	
31.	CB thanked committee & staff for attending the meeting. The meeting closed at 7.49pm.	