



Agenda Item 3

Minutes of the Meeting with Management Committee held on **Wednesday 17 June 2026 at 6pm** via in person & via Zoom at Forgewood Community Centre

Minutes

Present:	John Burton (Acting Chair) (JB)	Karen Brown (KB)	Angie Robinson (AR)
	Tommy Divers (TD)	Edosa Nelson Fidelis (EF)	Charlie Millar (CM)
	Sandra Brown (SB)	Jolene Martin (JM) (Via Zoom)	Kirsty Wright (KW)
In Attendance	Paul Lennon, Director (PL)	Elaine Hyslop, Housing Manager (EH)	Richard Bolton, Senior Community Development Officer
	Paul Murphy, Senior Corporate Services Officer (PM)		

	Agenda Item	Action
1.	Welcome and Apologies	
	JB welcomed everyone to the meeting. The meeting was chaired by JB, as both the Chair and Vice Chair had submitted their apologies. Apologies were NOTED for Alan Thomson, Callum Boughey, Sharon Bonner, Margaret Hemmings and Craig Anderson.	PM to update register
2.	Declarations of Interest	
	None	
3.	Minutes of Previous Meeting held on 20 May 2026	
	Proposed John Burton Seconded Angie Robinson	
4.	Minute Tracker (Issued in advance to committee)	
	Committee acknowledged the minute tracker, which provides ongoing updates on the progress and completion of actions arising from the meetings.	

	A photograph of Marina Johnstone was displayed on screen. PL paid tribute to Marina and added that staff and committee were represented at Marina's funeral. A donation was made to the hospice as per the family's wishes. A tribute has been prepared for the newsletter and website. Committee NOTED the minute tracker.	
5.	Community Development	
	RB spoke through his presentation to committee. A committee member asked what the status of the Lottery funding application and what it covered. RB advised that a lottery application for £199,362 covering a 3.5-year fund (similar to the current one with some tweaks) was submitted two days before the deadline. An outcome is expected in approximately 13 weeks. A committee member asked whether a Pride in Place application was submitted. RB confirmed that an application was submitted. If successful, the outcome is expected by Friday or early the following week. It would generate significant additional workload but would be funded by the grant itself. A committee member asked for an update on the North Lanarkshire Council Working for Families placement. RB advised that the successful candidate, Connor, was selected following interviews on 3 June. He starts Monday and will work primarily from the Forgewood office alongside myself and Karin. The placement is six months and fully funded by the Council via Routes to Work. A committee member asked what was the Community Priorities consultation. RB advised that North Lanarkshire Council is replacing Operational Improvement Plans (OIPs) with "Community Priorities" and conducting a major consultation over the next 6 months. The results will feed into all Council funding streams, priorities, action plans, and work plans for the next five years. It is critical that Forgewood is well represented. An online survey is available, and a focus group is being planned. A committee member asked if the Pride and Place project included Brandon Parade, in Motherwell. RB replied he thought it was included, but the specific map would need to be checked to confirm. Committee thanked RB for his presentation.	

	Committee NOTED the updates. RB left the meeting.	
6.	Health & Safety	
	PL provided an extensive update on the progress of the homes which had been extensively damaged in house fires. Committee NOTED the update.	
7.	Governance	
	PM spoke through the shareholder membership application and asked for approval. Committee APPROVED the membership application. PM advised that Brandon Campbell attended the last meeting as an observer and he was intending to come to the meeting, but something must have come up. Committee membership approval should be deferred to the August meeting. Committee NOTED the update.	New member to be added to the membership list To be added to the August meeting agenda
8.	Scottish Housing NetZero funding Application	
	A committee member asked if the Net Zero funding application came at a cost for the organisation. PL advised that the joint application with Garrion was unsuccessful. It did not cost the organisation anything. The aim was to upgrade electric flats in the new build and potentially save a couple of hundred thousand pounds. Replacement of bathrooms, kitchens, and windows remains on the 30-year capital plan regardless. Committee NOTED the update.	
9.	Stock condition survey (Issued in advance to committee)	
	PL spoke to the paper provided. A committee member asked what were the overall results of the stock condition survey. PL advised that the organisation is 100% compliant with the Scottish Housing Quality Standards (SHQS). New energy performance testing rules coming into	

	effect later this year and may result in investment being directed to any potential failures, while older properties on Fife Drive and Davaar Drive perform well on energy efficiency. Billy will provide an update when the legislative changes take effect. Committee NOTED the update.	
	Maintenance Performance Tenant Safety Update	
10.	PL spoke to the paper provided. PL was able to report 100% compliance on gas safety, electrical safety, fire protection, and water safety. A committee member asked what the organisation's position on damp and mould is. PL advised that most properties do not suffer from damp and mould. Where issues arise, they are often related to condensation and ventilation habits. The organisation responds promptly when notified and arranges cleaning or external contractors. New legislation on damp and mould was delayed from 1 April and pushed back six months by the Scottish Government. The new-build stock and flat construction types mean structural damp is unlikely. Committee NOTED the update.	
	Staffing	
11.	EH spoke to the paper. Committee APPROVED the staffing paper with conditions applied.	EH to advise relevant staff members
	Bad Debt & Write off Policy	
12.	Committee members APPROVED the policy.	PM to update the policy register
	Rent Setting Policy	
13.	Committee members APPROVED the policy.	PM to update the policy register
	Sub Letting & Lodgers Policy	
14.	Committee members APPROVED the policy.	PM to update the policy register
	Re-chargeable Repairs Policy	
15.	Committee members APPROVED the policy.	PM to update the policy register

16.	Anti-social Behaviour Policy	
	Committee members APPROVED the policy.	PM to update the policy register
17.	New Scottish Secure Tenancy – 1 August 2026 Amendment	
	EH spoke to the paper provided. A committee member asked what changes are required to the Scottish Secure Tenancy (SST) agreement and by when. EH advised that a new model SST is required by 1 August 2026, reflecting legislative changes under the Housing (Scotland) Act, including reduction of the qualifying period from 12 to 6 months and updated domestic abuse provisions. The document will be tailored to the organisation and reviewed by the Co-op's solicitor; a July meeting is planned. For existing tenants, a letter may suffice rather than a new document; the solicitor will advise. Committee NOTED the update.	Item to come back to a future meeting
18.	HMRC Mileage Rate Increase (Issued in advance to committee)	
	PM spoke to the presentation concerning the increased mileage rate (55p per mile) as per EVH guidance. Committee APPROVED the increase change.	
19.	Ethical Conduct and Notifiable Events	
	None	
20.	Payments, Benefits & Entitlements	
	None	
21.	Correspondence	
	Committee NOTED the correspondence in the papers.	
22.	Use of Delegated Authority	
	None	
23.	Any Other Competent Business	
	A committee member asked for a breakdown of the organisation's outstanding loans.	

	PL advised that there are three loans with Nationwide (originally with Dunfermline Building Society), taken out in 2004, 2009, and 2024, expiring in 2029, 2034, and 2044 respectively. The outstanding balances are approximately £716,000, £337,000, and £500,000 (of which £750,000 remains undrawn). Total outstanding is approximately £1.553 million. Net debt per unit is approximately £7,000–£8,000, well below the Scottish average of £13,000. PL remained committee that the organisation has never defaulted on a payment. It was agreed to submit the loan portfolio to the SHR, due by 30 06 2026. A committee member asked what the status of the Domestic Abuse Policy was. EH advised that the development has been paused pending a joint working group with North Lanarkshire Council. The first meeting of that group is expected next week. The organisation will adopt the jointly developed policy once complete. A discussion regarding landscaping and waste management took place. Committee NOTED the update.	Loan portfolio to be submitted to the SHR
	Summary of actions / decisions at this meeting	
24.	Staffing Paper: Approved Policies: Approved HMRC Mileage Rate Increase: Approved	
	Meeting Evaluation	
25.	The committee conducted a brief evaluation of the meeting, with members expressing their happiness with the meeting.	
	Date and time of next meeting 26 August 2026, 6pm	
26.	JB thanked committee & staff for attending the meeting. The meeting closed at 7.41pm.	
27.	Meeting Close	