



Agenda Item 3

Minutes of the Meeting with Management Committee held on **Wednesday 20 May 2026 at 6pm** via in person & via Zoom at Forgewood Community Centre

Minutes

Present:	Alan Thomson (AT) (Chair)	Callum Boughey (CB)	Tommy Divers (TD)
	Margaret Hemmings (MH)	Angie Robinson (AR)	John Burton (JB)
	Jolene Martin (JM) (Via Zoom)	Charlie Millar (CM)	Sharon Bonnar (SHB)
	Brandon Campbell (BC) (Observer)		
In Attendance	Elaine Hyslop, Housing Manager (EH)	Craig Anderson, Finance Manager (CA)	Paul Murphy, Senior Corporate Services Officer (PM)

	Agenda Item	Action
1.	Welcome and Apologies	
	AT welcomed everyone to the meeting. AT gave a special welcome to Brandon Campbell who was observing the meeting with a view to becoming a committee member. Apologies were NOTED for Karen Brown, Kirsty Wright, Sandra Brown, Fidelis Edosa, Paul Lennon and Richard Bolton.	PM to update register
2.	Declarations of Interest	
	None	
3.	Minutes of Previous Meeting held on 25 March 2026	
	Proposed John Burton Seconded Tommy Divers	

	Minute Tracker (Issued in advance to committee)	
4.	Committee acknowledged the minute tracker, which provides ongoing updates on the progress and completion of actions arising from the meetings. Committee NOTED the minute tracker.	
	Community Development	
5.	PM provided an update on the community development work. The recent trip to Blackpool was reported as very successful. Attendees noted that the experience was much more positive than previous trips, with a great atmosphere. AT & CB confirmed that everyone enjoyed the overnight trip. A committee member asked who handles the cleanup of the park and is there a litter-picking service in place. A committee member replied that the park is managed at a general level, but litter picking in this hotspot area may be limited. It is hoped that if the park is improved, more people will use it responsibly. Community ownership models, where volunteers take on cleaning duties, were referenced as a positive approach. It was noted that a large bin is located just outside the park fence. A committee member asked could the issue of additional benches and park cleanliness be raised at the community level. PM confirmed that the Co-op would raise both the bench provision and litter management at the official opening ceremony of the park. Committee thanked PM for the update. Committee NOTED the update.	
	Management Accounts up to 31 March 2026	
6.	CA spoke to the paper regarding the Management Accounts up to 31 March 2026. Overall Performance Surplus: £26,823 (against budgeted surplus of £47,000) Assessment: Overall healthy set of accounts with good compliance and verification Balance Sheet Highlights • Housing Properties: £5.5 million (increased from £5.4 million last year) • Cash at Bank: £418,000 (decreased from £453,000 last year due to bathroom project expenditure of £153,000)	

	A committee member asked do the accounts include any outstanding costs for kitchens, bathrooms and repairs. CA advised that yes, the full bathroom project costs have been accounted for. The only item not included is the insurance claim relating to two properties, as the amount to be recovered from the insurer is not yet confirmed. Committee APPROVED the Management Accounts up to 31 March 2026.	
7.	Five Year Financial Projections (Issued in advance to committee) CA spoke to the paper. Overview The projections start from 31st March 2026 (year zero) and forecast the next five years. These must be submitted to the Scottish Housing Regulator by the end of May. Key Assumptions • Rent Increases: CPI plus 1% model (inflation rate plus 1% each year) • Operating Costs: Assumed to increase by inflation only • Surplus Projection: £27,000 to £47,000 annually over the five-year period A committee member asked do we know what capital expenditure improvements are planned for the years beyond next year (beyond the £30,000 forecast). CA stated that he doesn't have the figures to hand. The organisation uses construction/stock condition software that details the remaining lifespan of components (e.g., kitchens, bathrooms) across all properties. This information feeds into the projections and can be shared with the committee. A committee member asked for clarification, the projections show zero for pension deficit in year zero but £24,000 in subsequent years. CA confirmed that the version circulated may have been an earlier draft. The updated version correctly reflects the pension deficit contribution of £24,000 per year beginning this year, running for six years. Committee APPROVED the Five Year Financial Projections. CA confirmed to committee that he would submit the Five Year Financial Projections to the Scottish Housing Regulator's portal before Sunday the 31st of May.	CA to submit the Five Year Financial Projections to the SHR portal
8.	Annual Return on the Charter (ARC) to 31 03 2026	

	EH spoke to the paper and guided the committee through the presentation contained within their committee papers. The presentation conveyed strong results across all indicators for example tenant satisfaction at 93.57% (above the Scottish average). Excellent reporting in the Scottish Housing Quality Standard (SHQS) figures and void management were commended by committee. EH added that in a recent internal audit the auditor was unable to provide any audit recommendations and was very impressed. Additional highlights from the presentation included tenancy sustainment at 100%; rent loss at 0.04% vs. Scottish average of 1.27%. In monetary terms this is approximately £500 loss against a £13,000 (1.27%) average. EH advised committee for additional reassurance the Co-op carried out an external verification exercise as done in previous years. All figures were independently verified by Lilian Peters, an external consultant who assists with database setup and dashboards. Only minor tweaks were required and all data was confirmed as compliant. Committee APPROVED the Annual Return on the Charter (ARC) to 31 03 2026. PL confirmed to committee that he would submit the ARC to the Scottish Housing Regulator's portal before Sunday the 31st of May.	PL to submit the ARC to the SHR portal
	Scottish Housing NetZero funding Application	
9.	EH spoke to the paper. A committee member asked If the clean heating systems grant is awarded and work proceeds, how does that affect the value of the properties. EH acknowledged that any improvement has an impact on accounts and asset values. The hope is that this type of upgrade may be treated as an excludable item for accounting purposes, and it would represent a positive upgrade to the properties. Committee NOTED the update.	Update to be provided at June meeting
10.	Strategy Session Feedback	
	EH asked committee for feedback on the recent Strategy Session. Committee members who attended the strategy session provided positive feedback. Key observations included: Valuable to see perspectives from a different director and organisation.	

	- Insight into how different housing associations work together. - Partnership working was highlighted as beneficial. - Some RSL's have a different setup with more professionals on the committee and few tenants. - The session demonstrated the value of learning from different organisational models. The new business plan will be updated to reflect the outcomes of the strategy session. The guest speaker on the night praised the committee's passion and commitment. An observer to the meeting enquired was it proposed that another RSL would merge and become part of Forgewood EH advised the process requires both organisations to review their options for example, examining business plans, consulting their management committees, and considering strategic direction. The committee was very clear that they did not wish to proceed with a merger. Key reasons included: the importance of preserving distinct community identities, the financial costs of reorganising loans and rebranding, and the fact that the current model is working well. Examples of past mergers that led to loss of community identity were cited. Committee NOTED the update.	
	Ethical Conduct and Notifiable Events	
11.	None	
	Payments, Benefits & Entitlements	
12.	None	
	Correspondence (Issued in advance to committee)	
13.	Committee discussed and NOTED the correspondence.	
	Use of Delegated Authority	
14.	None	
	Any Other Competent Business	
15.	PM advised that EVH agreed that full members of EVH would get a public holiday on Monday the 15 th of June 2026 however at the discretion of the Governing Body for the World Cup.	

	Committee APPROVED the granting of the public holiday for staff. The committee discussed the recent passing of Marina Johnstone, a former committee member who had been with the organisation for 24 years. She sadly passed away recently. The committee discussed whether flowers should be sent to the family or a donation made in Marina's memory. EH advised that staff would get in touch with Marina's family.	
	Summary of actions / decisions at this meeting	
16.	Management Accounts up to 31 March 2026: Approved Five Year Financial Projections: Approved Annual Return on the Charter (ARC) to 31 03 2026: Approved Public holiday - Monday the 15th of June 2026: Approved	
	Meeting Evaluation	
17.	The committee conducted a brief evaluation of the meeting, with members indicating that they enjoyed the meeting and the ARC return which had impressive figures.	
	Date and time of next meeting 17 June 2026, 6pm	
18.	AT confirmed the date and time of the next management committee meeting.	
	Meeting Close	
19.	AT thanked committee & staff for attending the meeting. The meeting closed at 7.42pm.	