



Minutes of the Meeting with Management Committee held on **Tuesday 21 January 2025 at 6.00pm** via in person & via Zoom at CentrePoint

**Minutes**

<b>Present:</b>	Victoria Dallas (VLD) Chair	Grant Kennedy (GK)	Colette Kells (CK)
	David Cooper (DC)	Patryk Topolski (PT)	Elizabeth Cooper (EC)
	Blanche McGinn (BMG)	Craig Callan (CC)	Willie MacFarlane (WM)
	Sandra Rodger (SR)	Przemek Jozwik (PJ)	
<b>In Attendance</b>	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)	John Mulholland, (JM) Mulholland Housing Consultancy (MHC)

	<b>Agenda Item</b>	<b>Action</b>
1.	<b>Welcome and Apologies</b>	
	VLD welcomed everyone to the meeting and thanked committee members for attending.  VLD reflected on the comprehensive finance training which had taken place immediately prior to the Committee meeting beginning. Committee members echoed the Chair's praise for the training.  Apologies were <b>NOTED</b> for Heather Laing.	<b>PM to update register.</b>
2.	<b>Declarations of Interest</b>	
	None.	
3.	<b>Minutes of Previous Meeting held on 26 November 2024</b> (Issued in advance to committee)	
	Proposed <b>Craig Callan</b> Seconded <b>Sandra Rodger</b>	<b>Upload minutes to website</b>

	<b>Matters Arising</b>	
4.	PL went through the matters arising schedule. All matters arising from the previous meeting had been dealt with.	
	<b>Community Development</b>	
5.	<p>RB confirmed there was interest in the vacant office space available at CentrePoint.</p> <p>RB advised that the NHS had a potential long-term booking of the Caldwell suite and the café space, but unfortunately isn't going ahead. This was eventually down to the NHS expecting the space for free.</p> <p>Committee discussed the potential use of the vacant office space suggestions included an upcycling furniture project and an Air B&amp;B let.</p> <p>Some committee members expressed an interest in a belly dancing club and more health &amp; wellness themed activities at the centre.</p> <p>RB advised that there was no update from the Gold Group, following correspondence regarding the group's belongings stored in CentrePoint.</p> <p>A committee member expressed an interest in more Christmas activities at the Centre for this year, e.g. a Christmas fayre.</p> <p>RB advised a lot of the Christmas activities in the past were run by the Gold Group and paid for by funding awarded to the Gold Group.</p> <p>CK &amp; HL confirmed that they would volunteer for a new community group.</p> <p>RB suggested a session with committee on the priorities for the community development team.</p> <p>Committee thanked RB for his presentation.</p> <p>RB left the meeting.</p>	<b>Community Development session to be arranged</b>
	<b>Ethical Conduct and Notifiable Events</b>	
6.	None	
	<b>Scottish Housing Regulator (SHR)</b>	
7.	PL advised that the Scottish Housing Regulator (SHR) had a 5-year projections query regarding potential new build housing for Garrion. The Co-op had not prepared any figures in new build, even though GPHC were listed with NLC on	

	<p>the Strategic Housing Investment Programme (SHIP). PL confirmed to SHR that North Lanarkshire Council's new build programme is delayed in Gowkthrapple due to a long running dispute between an owner and the Council.</p> <p>PL added this dispute had the potential to go on indefinitely. Once greater clarity on the situation is forthcoming the Co-ops 5-year projections will be updated accordingly. SHR were content with this response.</p>	
	<p><b>Tenant Safety - Internal Audit</b></p>	
8.	<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"> <li>• Legionella Policy</li> <li>• Damp and Mould Policy</li> <li>• Gas Safety Policy</li> <li>• Asbestos Policy</li> <li>• Electrical Safety Policy</li> <li>• Fire Safety Policy</li> </ul> <p>The detailed report was considered and discussed by the committee.</p> <p>The committee thanked staff for their efforts during the audit process.</p>	
	<p><b>Policy</b></p>	
	<p><b>9.1 Legionella Policy</b></p>	
	<p>Committee <b>APPROVED</b> the policy.</p>	<p><b>Policy Register to be updated</b></p>
	<p><b>9.2 Damp and Mould Policy</b></p>	
9.	<p>Committee <b>APPROVED</b> the policy.</p>	<p><b>Policy Register to be updated</b></p>
	<p><b>9.3 Gas Safety Policy</b></p>	
	<p>Committee <b>APPROVED</b> the policy.</p>	<p><b>Policy Register to be updated</b></p>
	<p><b>9.4 Asbestos Policy</b></p>	

	Committee <b>APPROVED</b> the policy.	<b>Policy Register to be updated</b>
	<b>9.5 Electrical Safety Policy</b>	
	Committee <b>APPROVED</b> the policy.	<b>Policy Register to be updated</b>
	<b>9.6 Fire Safety Policy</b>	
	Committee <b>APPROVED</b> the policy.	<b>Policy Register to be updated</b>
	<b>10.1 Gowkthrapple Development / Feasibility Study</b>	
<b>10.</b>	<p>John from MHC provided a brief report for discussion on investments for Garrion and the Gowkthrapple area.</p> <p>The key points to the report focussed on:</p> <ul style="list-style-type: none"> <li>• History of the co-op</li> <li>• Recent developments on the wider area</li> <li>• Future for the co-op and the Gowkthrapple stock</li> <li>• Investment decisions</li> <li>• Next steps</li> <li>• Draft brief</li> </ul> <p>JM referred to the work NLC had been doing in demolishing their stock and building new homes, following the land sale from the Co-op to them in 2023. It was felt that Garrion do not want to be left behind so some kind of study to the remaining flats we have in the area (155) would be preferred and expected.</p> <p>The next phase in the Gowkthrapple masterplan new build for NLC may include Garrion as the co-op was always due to receive 50 units over some of the remaining 3 phases through a legal agreement at the time of land sale. This was subject to an owner in dispute with NLC leaving or forced to leave via the Compulsory Purchase Order which was now submitted.</p> <p>JM also said it was important that the co-op also gets involved with other partners, including NLC and the Scottish Government.</p> <p>It was noted that PL had discussed opportunities for solar panels on roofs and new heating and hot water systems in the flats, all 100% funded and managed by Saltire. JM advised that the Co-op should be cautious with something that appeared to be totally free but that the co-op should definitely explore further.</p> <p>If a feasibility study showed that the stock in the flats should be demolished it would be between 5-10 years before any physical work would take place and</p>	

	<p>that any new heating systems would still benefit tenants in terms of warmth, eco-friendly, cost of living, etc for a number of years.</p> <p>JM also stated that while he would not be able to carry out any feasibility study directly, he'd be happy to lead it and commission the work on behalf of the co-op. It would also be wise that the co-op takes their time with any decision making on future of the properties.</p> <p>It was agreed that we would need through the study, a 5–10-year plan, do we demolish or improve, ensure the co-op works with partners including banks and Regulator and Scottish Government NLC etc.</p> <p>JM stated he could source a decent consultant through appropriate procurement frameworks, and it was <b>AGREED</b> by committee that MHC are allowed to proceed with the exploration of a feasibility study for the flats in the area.</p>	<p><b>MHC to proceed with the exploration of a feasibility study for the flats in the area.</b></p>
	<p><b>10.2 Green Energy Heating Investment Proposal</b></p>	
	<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.</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 energy rating is not low enough to be considered for the proposal.</p> <p>Invite to February meeting to be issued to Gary McIntosh, Business Development Manager at Saltire to discuss the proposal further.</p>	<p><b>Invite to February meeting to be issued to Gary McIntosh, Business Development Manager Saltire</b></p>
	<p><b>10.3 Law View</b></p>	
	<p>EH advised that the first newsletter had been sent to tenants at Law View advising that Sharon would be based up in Law View from the 1st of March.</p> <p>A ring doorbell is being installed at the common room, a new key safe and new equipment from the 3<sup>rd</sup> of February.</p>	

	<p>PL asked committee for two volunteers for the tender opening and scoring process for the kitchen programme at Law View.</p> <p>Craig Callan &amp; Sandra Rodger both volunteered for the tender opening and the contractor scoring process, if this was necessary.</p> <p><b>Finance</b></p>	
	<p><b>11.1 Rent Increase 2025/26</b></p>	
	<p>EH advised committee that as they were aware the Rent Review Consultation documents had been sent to all tenants.</p> <p>All the feedback from the consultation has been collated and a consultation event was held recently.</p> <p>EH spoke through the responses received contained within the committee report to the proposed rent increase of 3.3% across all properties with the exception of a 2.3% increase for 4 apartment newbuild properties (25 in total).</p> <p>EH added that at the consultation event everyone who had attended felt that under the circumstances the proposed rent increase of 3.3% was reasonable.</p> <p>Additionally, staff had contacted any tenants who had provided comments and apologies for the consultation event, and everyone contacted had no objections to the proposed increase.</p> <p>Some proposals from other RSLs were discussed by committee.</p> <p>PL stated that early indications from surveys show that the proposed RSL average for 2025/26 rent increase was over 4%</p> <p>Committee <b>APPROVED</b> the rent increase of 3.3% across all properties with the exception of a 2.3% increase for 4 apartment newbuild properties (25 in total) for 2025/2026.</p>	<p><b>Rent increase of 3.3% across all properties with the exception of a 2.3% increase for 4 apartment newbuild properties (25 in total) for 2025/2026 to be applied.</b></p>
	<p><b>11.2 Loan Covenants</b></p>	
11.	<p>CA confirmed a meeting has been arranged with the Co-op's Relationship Manager at Virgin Money to discuss covenants.</p>	

	<b>11.3 Finance Function</b>	
	PL stated he would report back to committee with a proposal for external support in the completion of 30 year and 5-year financial projections. This was due to the position with Clark Davidson's service requirements ending on 31/03/2025.	<b>PL to come back to committee with a proposal</b>
	<b>11.4 Insurance Renewal 2025/26</b>	
	<p>PL advised that he and CA had met with the Co-op's current insurance broker, Richard MacDonald of Howdens yesterday. Richard advised that he was hopeful of getting a better deal than last year. 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>CA left the meeting.</p>	<b>Invite to February meeting to be issued to Richard MacDonald, Insurance Broker.</b>
<b>12.</b>	<b>12. Staff</b>	
	<b>12.1 Payments, Benefits &amp; Entitlements</b>	
	None	
	<b>12.2 Membership Report</b>	
	<p>PM confirmed that there were three membership application for approval at the meeting.</p> <p>Committee <b>APPROVED</b> the 3 membership applications.</p> <p>PM advised that Eddie Dallas &amp; Ashleigh Park had stood down from the management committee for personal reasons.</p> <p>Committee recorded their thanks for Eddie &amp; Ashleigh's contribution.</p>	
	<b>12.3 Staffing</b>	
	None	
	<b>12.4 Committee Dates for the Year</b>	

	The committee <b>NOTED</b> the dates for the year.	
	<b>Correspondence</b>	
13.	<p><b>13.1 SHR – Housing regulator publishes report on notifiable events registered social landlords reported to it in 2023/24</b></p> <p>The correspondence was discussed and <b>NOTED</b>, PL pointed out that a 2024/25 notifiable event from Garrion was very similar to one in the SHR report.</p> <p><b>13.2 RSLs’ finances weakened, but projections show some improvement over the medium term, Regulator reports</b></p> <p>The correspondence was discussed and <b>NOTED</b>.</p> <p><b>13.3 SHR - Housing Regulator launches consultation on its second British Sign Language Plan</b></p> <p>The correspondence was discussed and <b>NOTED</b>.</p>	
14.	<b>Use of Delegated Authority</b>	
	None	
15.	<b>Any Other Competent Business</b>	
	None	
16.	<p><b>Summary of actions / decisions at this meeting</b></p> <ul style="list-style-type: none"> <li>• Committee <b>APPROVED</b> the rent increase of 3.3% across all properties with the exception of a 2.3% increase for 4 apartment newbuild properties (25 in total) for 2025/2026 to be applied.</li> <li>• Committee <b>APPROVED</b> 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 which suits them best.</li> <li>• Craig Callan &amp; Sandra Rodger both volunteered for the tender opening and scoring process for the kitchens contract at Law View.</li> <li>• MHC to proceed with the exploration of a feasibility study for the flats in the area.</li> <li>• Community Development Session to be arranged.</li> <li>• Six Health &amp; Safety policies approved.</li> </ul>	



	<ul style="list-style-type: none"> <li>• Invite to February meeting to be issued to Gary McIntosh, Business Development Manager of Saltire.</li> <li>• Invite to February meeting to be issued to Richard MacDonald, Insurance Broker of Howden.</li> </ul>	
17.	<b>Meeting Evaluation</b>	
	<p>VLD asked members for their evaluations of the meeting.</p> <p>Committee members felt that the meeting had been a successful and productive one.</p>	
18.	<b>Date and time of next meeting Tuesday 25th of February 2025</b>	
	VLD reminded Committee members of the date of the next meeting.	
19.	<b>Meeting Close</b>	
	VLD thanked committee & staff for attending the meeting. The meeting closed at 7.37pm.	