

Minutes of the Meeting with Management Committee held on **Tuesday 16 June 2026 at 6pm** via in person & via Zoom at CentrePoint

Minutes

Present:	Craig Callan (Acting Chair) (CC)	Heather Laing (HL)	Colette Kells (CK)
	Christine Kerrigan (CHK)	Sandra Rodger (SR)	Fiona Shearer (FS)
	Jamie Boyle (JB)	Elizabeth Cooper (EC)	John O'Brien (JO'B)
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	
	CC welcomed everyone to the meeting. Apologies were NOTED for Vikki Dallas, Przemek Jozwik and Craig Anderson.	PM to update register
2.	Declarations of Interest	
	JB declared an interest under item no 6.	
3.	Minutes of Previous Meeting held on 19 May 2026	
	Proposed Colette Kells Seconded Sandra Rodger	
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. Committee NOTED the minute tracker.	

5.	Community Development	
	RB advised committee that the Community Development team have recently been awarded funding from the following sources. • North Lanarkshire Council • ICF Transition Fund RB added that we have an application pending with the National Lottery Good Causes Fund. RB advised that an Edinburgh Zoo trip is planned for 30 July, taking 76 people as part of the Participatory Budgeting (PB) project. A second PB trip aimed at adults addressing loneliness and isolation is planned later in the year. A committee member asked whether the Community Priorities survey a tick list or a free-text form where you write in what you want. RB advised that it is primarily a tick list. The first question asks for your postcode, followed by questions such as "What is the best thing about where you live?" with multiple-choice options (e.g., good community, good schools, transport links). It then moves through various community priority topics such as cost of living. It is user-friendly once started, though it is quite long. A committee member asked if anyone who had been approached about the cafe space. RB advised that a promising candidate was identified through a chain of contacts. She had previously run a café for young people with additional support needs and was very keen to start something at Centrepont. However, the night before a scheduled visit she had to unexpectedly had to get an operation the following morning and would be in touch when her health allowed. RB believes she remains genuinely interested and that the circumstances were unexpected rather than a loss of interest. RB added that Pride in Place (£20M UK Government project over 10 years for Motherwell/ForgeWood area) has gone live; a neighbourhood board will be established soon. Committee thanked RB for his presentation. Committee NOTED the updates. RB left the meeting.	
6.	Health & Safety / Property Damage Incident	
	PL spoke to the paper.	

	A committee member asked for an update on the vehicle damage incident. PL advised that since the last report, significant background work has been carried out involving loss adjusters, a structural engineer, contractors, a surveyor, and insurers (Aviva, subcontracted to Sedgwick). A law firm has been appointed by Sedgwick to recover costs. A structural engineer's report was received on the day of the meeting, identifying additional issues beyond the original contractor quotes, affecting both properties. PL plans to discuss the report with EH and the maintenance team the following day to progress approval for works to begin, with contractor appointment and a scope of works with timescales to follow. Committee NOTED the update.	
7.	Scottish Housing NetZero funding Application	
	PL spoke to the paper provided. PL advised committee that the Net Zero funding application for a new energy efficient heating system was unsuccessful. The feedback indicated the application did not meet the criteria strongly enough. The consultant used will not charge a fee, they operated on a 'no-win, no-fee' basis. Planned maintenance will continue in line with financial projections from the stock condition survey. The committee shared their collective disappointment, but the organisation will reapply in future and continue the planned maintenance programme linked to the stock condition survey. Committee NOTED the update.	
8.	Stock condition survey (Issued in advance to committee)	
	PL spoke to the paper provided. A committee member asked if the Co-op had any concerns about maintaining 100% SHQS compliance going forward. PL advised that new energy efficiency standards are coming into force this year, so we will need to check our compliance against the new standards. Committee NOTED the update.	
9.	Maintenance Performance Tenant Safety Update	
	PL spoke to the paper provided.	

	PL was able to report 100% compliance on gas safety, electrical safety, fire protection, and water safety. PL reported that the Co-op had one mould/damp case reported in the period and this was addressed and we have a specialist consultant's report. Committee NOTED the updates.	
	Staffing	
10.	EH spoke to the paper. A committee member asked if there was a financial impact from approving the part-time arrangement and covering the shortfall with another member of staff. EH advised that the financial impact has been carefully assessed and is minimal. Craig (Finance) has been consulted and the budget has been worked through. The additional cost of another staff member covering the extra day has been factored in and is manageable. Committee APPROVED the staffing paper.	EH to advise relevant staff members
	Bad Debt & Write off Policy	
11.	Committee members APPROVED the policy.	PM to update the policy register
	Rent Setting Policy	
12.	Committee members APPROVED the policy.	PM to update the policy register
	Sub Letting & Lodgers Policy	
13.	Committee members APPROVED the policy.	PM to update the policy register
	Re-chargeable Repairs Policy	
14.	Committee members APPROVED the policy.	PM to update the policy register
	Anti-social Behaviour Policy	
15.	Committee members APPROVED the policy.	PM to update the policy register
	New Scottish Secure Tenancy – 1 August 2026 Amendment	
16.	EH spoke to the paper provided. A committee member asked why the succession period been reduced back from 12 months to 6 months.	

	The reason is not definitively known, but it is likely due to lobbying, test cases, or court cases that gained public attention. PL agreed that the period was originally 6 months, extended to 12 months in approximately 2019 to close a loophole where people would move in with an ill relative to contrive a tenancy. The reduction back to 6 months came as a surprise. PM added that a BBC documentary case involving a Dutch man whose wife died of cancer and who was asked to leave two weeks later (because she had not formally added him to the tenancy) was cited as an example of the human impact of such rules. A committee member asked do current tenants need to sign new missives given the changes to the Scottish Secured Tenancy Agreement. EH added that it needs to be confirmed with the co-op's solicitor. It may be that a letter to existing tenants outlining the changes is sufficient rather than requiring new missives to be signed. EH confirmed this will be followed up and that staff will need to be trained on the changes. A model tenancy has been highlighted by the government and will be reviewed. This item will come back to a future committee meeting. Committee NOTED the update.	Item to come back to a future meeting
	HMRC Mileage Rate Increase (Issued in advance to committee)	
17.	PM spoke to the presentation concerning the increased mileage rate (55p per mile) as per EVH guidance. Committee APPROVED the increase change.	
	Ethical Conduct and Notifiable Events	
18.	None	
	Payments, Benefits & Entitlements	
19.	None	
	Correspondence	
20.	Committee NOTED the correspondence in the papers.	
	Use of Delegated Authority	
21.	None	

	Any Other Competent Business	
22.	PM advised committee that Allpay (our payment service provider) had sent in a request for personal information from committee members. A committee member questioned whether the level of personal information being requested by Allpay (passport/driving licence, council tax bill, utility bill) proportionate and necessary for all committee members considering they have no direct involvement with Allpay. A committee member acknowledged the request feels disproportionate given the co-op's small size and the nature of its relationship with Allpay (rent collection only, no loans or large financial transactions). The committee members suggested pushing back and proposing that a letter from the co-op confirming that all committee members are tenants who have already been through full ID checks would be sufficient. A committee member agreed with the proposal to push back, also raising the possibility of reviewing alternative payment providers if Allpay's requirements remain unreasonable. PL agreed that it is worth exploring. PL encouraged committee members with the AGM approaching and the book closing after the August meeting, to think of suitable candidates who could bring skills or attributes to the committee. Committee NOTED the updates.	
	Summary of actions / decisions at this meeting	
23.	Staffing Paper: Approved Policies: Approved HMRC Mileage Rate Increase: Approved	
	Meeting Evaluation	
24.	The committee conducted a brief evaluation of the meeting, with members expressing their happiness with the meeting.	
	Date and time of next meeting 25 August 2026, 6pm	
25.	CC thanked committee & staff for attending the meeting. The meeting closed at 7.46pm.	
26.	Meeting Close	