



Minutes of the Meeting with Management Committee held on **Tuesday 20 May 2025 at 6pm** via in person & via Zoom at CentrePoint

Minutes

Present:	Victoria Dallas (Chair) (VLD)	Craig Callan (Vice Chair) (CC)	Heather Laing (HL)
	Jamie Boyle (JB)	Sandra Rodger (SR)	Willie MacFarlane (WM)
	Colette Kells (CK)	Christine Kerrigan (CHK)	
In Attendance	Paul Lennon, Director (PL)	Elaine Hyslop, Housing Manager (EH)	Paul Murphy, Senior Corporate Services Officer (PM)
	Richard Bolton, Senior Community Development Officer (RB)	Craig Anderson, Senior Finance Officer (CA)	

	Agenda Item	Action
1.	Welcome and Apologies	
	VLD welcomed everyone to the meeting. Apologies were NOTED for Przemek Jozwik.	PM to update register.
2.	Declarations of Interest	
	None	
3.	Minutes of Previous Meeting held on 29 April 2025 (Issued in advance to committee)	
	Proposed Craig Callan Seconded Collette Kells	
4.	Matters Arising	
	PL advised that since the last committee meeting the matters arising from the meeting were: <ul style="list-style-type: none"> • PM updated the attendance register • Registers and public contracts Scotland website had been updated and all contractors had been notified on the Law View kitchen contract. • PL had contacted John Martin Partnership (JMP) to commission stock condition survey. • HUB database (from JMP) annual renewal agreed • Sexual Harassment policy on the agenda for May 2025. • Policy register updated 	

	<ul style="list-style-type: none"> PL provided an update on Clark 	
5.	Community Development	
	<p>RB began his presentation by asking the committee if they wanted him to lodge an expression of interest on their behalf for available eco funding.</p> <p>The committee were happy to put an expression of interest in.</p> <p>Committee APPROVED the request.</p> <p>RB reminded committee about the next community development session which was due to take place on Tuesday the 27th of May at 6pm.</p> <p>RB then moved the discussion onto the available office space for rent at the centre.</p> <p>A committee member suggested for the office let looking into a potential change of use for the space.</p> <p>RB advised that a change of use can sometimes change the bandings with the council.</p> <p>A committee member suggested reducing the rental price as it might assist getting the space let more quickly.</p> <p>RB advised that after a lot of set up work he was in the process of piloting a new system called Hallmaster at Forgewood Community Centre that would manage the bookings for the centre.</p> <p>RB added that we would review the system in the autumn, if successful RB would introduce the system to CentrePoint next.</p>	Expression of interest in funding
	Management Accounts up to 31 March 2025 (issued in advance to committee)	
6.	<p>CA referred to the management accounts and the accompanying narrative and advised that the Statement of Comprehensive Income or the Income and Expenditure shows a surplus of £19,641 against a budgeted surplus of £119,773.</p> <p>The smaller surplus can be attributed to facing several challenges during the year such as rising insurance costs and storm damage. Despite these factors the Coop managed to achieve a commendable surplus of £19,641. Interest rates fell during 2024/25 although by less than we originally anticipated meaning our interest payable was slightly over budget for the year.</p> <p>A member asked if there were any other potential areas of saving or income generation available to the Co-op.</p>	

	<p>CA advised that as a staff team we have some ideas and if we can get a tenant for the available office space then this would be positive for the balance sheet.</p> <p>A committee member asked if CA felt that the financial markets had begun to stabilise to an extent which would help the Co-op.</p> <p>CA replied that he felt there was great financial certainty recently and the Co-op has benefitted from more stable levels of inflation and lower interest rates.</p> <p>Committee APPROVED the Management Accounts up to 31 March 2025.</p>	
7.	<p>Five Year Financial Projections FYFP (Issued in advance to committee)</p> <p>CA referred to the FYFP and accompanying narrative, advising that the interest cover improves significantly from 203% to 330%, indicating strong debt servicing capacity.</p> <p>CA added that liquidity and profitability ratios remain healthy, with earnings before interest, taxes, depreciation, and amortisation (EBITDA) margins improving year-on-year.</p> <p>Committee APPROVED the Five Year Financial Projections (FYFP).</p> <p>PL advised that the Five Year Financial Projections (FYFP) will be submitted any time from tomorrow.</p>	<p>FYFP to be submitted to SHR</p>
8.	<p>Annual return on the charter (ARC) to 31 03 2025 (Issued in advance to committee)</p> <p>EH began her detailed presentation by reminding committee members of the amount of work that the figures represent is contained within the presentation.</p> <p>EH reminded committee members that all the information the Co-op collates for the ARC return is uploaded to the Scottish Housing Regulator's online portal.</p> <p>EH covered all areas of the ARC, including contextual and performance information in all areas of our service delivery, which were covered in detail. Committee were reminded that the annual satisfaction survey would be done in 2025 again but that the co-op were carrying out one satisfaction question (satisfaction on last repair done) internally and annually and we have improved year on year.</p> <p>A committee member asked for more information regarding stage 1 and stage 2 complaints.</p> <p>EH explained the complaints process and the role of the Scottish Public Services Ombudsman (SPSO).</p> <p>Overall, the Co-op had performed better in some areas compared to last year, remained similar or even exceeded with in some reporting areas. PL reiterated</p>	<p>ARC Return to be submitted to SHR</p>

	<p>that the results shown in the ARC all go towards the SHR's annual risk assessment on all landlords, as do all of our financial returns and much more that they consider.</p> <p>Several committee members shared their satisfaction with the results, especially where there had been improvements in the year.</p> <p>EH complimented staff on their efforts in the reporting year.</p> <p>Committee APPROVED the Annual return on the charter (ARC) to 31 03 2025.</p> <p>PL advised that the Annual Return on the Charter (ARC) to 31 03 2025 will be submitted any time from tomorrow.</p>	
	Business Continuity Plan (Issued in advance to committee)	
9.	PL confirmed that due to the visit from SHR to Forgewood the item was deferred to a future meeting.	Item deferred
	Risk Strategy	
10.	PL confirmed that due to the visit from SHR to Forgewood the item was deferred to a future meeting.	Item deferred
	Business Plan	
11.	PL confirmed that due to the visit from SHR to Forgewood the item was deferred to a future meeting.	Item deferred
	Sexual Harassment Policy (Issued in advance to committee)	
12.	The policy was APPROVED .	PM to update policy register
	Membership Report	
13.	<p>PM confirmed that one new membership application had been received since the last committee meeting.</p> <p>Committee APPROVED the membership application.</p> <p>Appointed Management Committee Member</p> <p>PL reminded committee that Christine Kerrigan had attended last month's committee meeting as an observer and that Christine is interested in becoming a member of the management committee. A committee can appoint new members who have skills and input that will benefit them. PL added that Christine has knowledge and skills which would make her an asset to the committee.</p>	

	<p>PL explained that it is the committee's decision whether to appoint Christine as an appointed member of the committee rather than a co-optee. As an appointed member Christine would have voting rights and would count towards the quorum of meetings.</p> <p>All members APPROVED the proposal for Christine to become an appointed member of the management committee of the Co-op.</p> <p>CK advised unfortunately due to work commitments Pam (an observer at the April meeting) wouldn't be able to join the management committee.</p> <p>A leave of absence was requested for Elizabeth Cooper.</p> <p>The leave of absence was APPROVED</p>	
14.	<p>Feasibility Study</p> <p>PL advised that the feasibility study had gathered some interest and is progressing well. He advised of the shortlisting process and that 3 contractors would be scored for quality and pricing (60% and 40%). With the development consultant going on holiday and more information needed from one contractor, it was agreed that those involved in the tender process would meet around 9 June 2025 to agree a final successful contractor.</p> <p>Stock Condition Survey</p> <p>PL advised that tenant's homes over the summer period would be selected at random to take part in the stock condition survey but that John Martin Partnership had agreed to carry this one out again and advised we should capture 100% of our tenants as that's been 3-4 surveys in around 10 years with them.</p>	Update to be provided at June meeting
15.	<p>IT & Telephony (Issued in advance to committee)</p> <p>Committee APPROVED the IT & Telephony paper. PL thanked CA and PM for the work they put in to ensure the co-op would secure a better deal and savings of £10k per year minimum already have been identified for IT and telephony. PL also stated that the number one area on IT was always going to be cyber security and reminded the committee on the various seminars/webinars and courses attended to be extra vigilant in this area.</p>	
16.	<p>Internal Audit Annual Plan 2025/26 & 30 Year Projections Audit</p> <p>Committee APPROVED the Internal Audit Annual Plan 2025/26 & 30 Year Projections Audit.</p>	
17.	<p>Housing Co-operative's forum</p> <p>PL reminded committee that the Co-op is part of a Housing Co-operative's forum, alongside 6 other Co-ops including Forgewood.</p>	

	<p>PL added that the forum had been great for sharing good practice.</p> <p>VLD expressed her support for greater networking opportunities.</p> <p>PL also stated there would be an opportunity for the co-op members to all meet up at an event soon, to help network and see what life as a co-op member elsewhere was like.</p> <p>Committee welcomed the update.</p>	
	Assurance Statement Action Updates	
18.	<p>PL suggested to committee we would benefit from introducing a new standing agenda item Assurance Statement Action updates from the next meeting.</p> <p>An opportunity to note our discussions as we work towards compliance and self-assurance against the regulatory standards.</p> <p>Committee APPROVED the new standing agenda item.</p>	
	Tenant Safety Report (Issued in advance to committee)	
19.	<p>PL confirmed that the report provided by the maintenance team showed full assurance on the “big 6” areas, as follows;</p> <p>Gas Fire Water Asbestos Damp and mould Legionella</p> <p>PL also stated that in 2025-26 there would be a new way for the SHR to monitor performance in this area and that the co-op had already drawn up template reporting documents to cover new areas such as damp and mould. We would also use the services again of Lilian Peters (Visual Stat solutions) who is an expert in SDM software and supporting dashboards. Lilian would help build the exact template reporting to ensure we capture all tenant and resident safety areas.</p>	
	Annual Assurance Statement (AAS) Visit Scottish Housing Regulator (SHR) to Forgewood Housing Co-op 28/05/2025	
20.	<p>PL advised committee that preparations at Forgewood were complete for the visit, evidence had been sent to the Scottish Housing Regulator (SHR) a couple of weeks prior to the actual date, 28 05 2025. He also went on to say that he felt that Forgewood Co-op had sent enough correct information to the SHR as there had been no requests for further information.</p>	

	<p>While there were always going to be action point areas on any of the SHR visits, PL hoped that they would also see areas where positive practice was shown and that this may be reported in their feedback.</p> <p>Committee NOTED the update and wished Forgewood well.</p>	
21.	Ethical Conduct and Notifiable Events	
	None	
22.	Payments, Benefits & Entitlements	
	None	
23.	Correspondence (Issued in advance to committee)	
	<p>23.1 SHR - Regulator publishes briefing on Grenfell Tower Inquiry Phase 2 Report and the Social Housing (Regulation) Act 2023</p> <p>The correspondence was discussed and NOTED</p> <p>23.2 Scottish Government - Housing Regulator sets out its plans to review Charter performance indicators cladding risk in buildings 11 metres and over in height owned by registered social landlords (RSLs)</p> <p>The correspondence was discussed and NOTED</p>	
24.	Use of Delegated Authority	
	None	
25.	Any Other Competent Business	
	<p>EH advised that Kit 'n' Kat productions have asked if the Co-op would host the film premiere of GOWK!</p> <p>Committee said they would be delighted for the Co-op to host the premiere of the film, which was filmed in the community.</p>	
26.	Summary of actions / decisions at this meeting	
	<ul style="list-style-type: none"> • Annual return on the charter (ARC) to 31 03 2025 – APPROVED • Management Accounts up to 31 March 2025 – APPROVED • Five Year Financial Projections – APPROVED • Sexual Harassment Policy – APPROVED • Internal Audit Annual Plan 2025/26 & 30 Year Projections Audit – APPROVED • IT & Telephony paper – APPROVED 	

	<ul style="list-style-type: none"> • New standing agenda item: Assurance Statement Action Updates – APPROVED • Expression of interest for eco funding - APPROVED 	
27.	Meeting Evaluation	
	<p>VLD asked members for their evaluations of the meeting.</p> <p>Committee members felt there was a lot covered and were impressed with the ARC submission due to be sent to the Scottish Housing Regulator (SHR).</p>	
28.	Date and time of next meeting 17 June 2025, 6pm	
	VLD confirmed the date of the next meeting.	
29.	Meeting Close	
	<p>VLD thanked committee & staff for attending the meeting.</p> <p>The meeting closed at 7.42pm</p>	