



Minutes of the Meeting with Management Committee held on **Tuesday 25 March 2025 at 6.00pm** via in person & via Zoom at CentrePoint

## Minutes

|                      |  |                                     |   |
|----------------------|--|-------------------------------------|---|
| <b>Present:</b>      | Craig Callan (CC), Vice Chair (Acting Chair for Meeting) | Colette Kells (CK)                  | Heather Laing (HL)                              |
|                      | Jamie Boyle (JB)   | Przemek Jozwik (PJ)                 | Willie MacFarlane (WM)                          |
|                      | Patryk Topolski (PT)                                     | Sandra Rodger                       |   |
| <b>In Attendance</b> | Paul Lennon, Director (PL)                               | Elaine Hyslop, Housing Manager (EH) | Richard Bolton, Senior Development Officer (RB) |
|                      | Paul Murphy, Senior Corporate Services Officer (PM)      |                                     |   |

|    | Agenda Item  | Action                        |
|----|--|-------------------------------|
| 1. | <b>Welcome and Apologies</b>   |                               |
|    | CC welcomed everyone to the meeting and thanked committee members for attending.<br><br>Apologies were <b>NOTED</b> for Victoria Dallas and Sandra Rodger. | <b>PM to update register.</b> |
| 2. | <b>Declarations of Interest</b>  |                               |
|    | PT declared an interest in Agenda Item 13.<br><br>PL declared an interest in Agenda Item 13 for all staff members present.                                 |                               |
| 3. | <b>Minutes of Previous Meeting held on 25 February 2025</b>  |                               |
|    | Proposed <b>Heather Laing</b><br>Seconded <b>Colette Kells</b>   |                               |
|    | <b>Matters Arising</b>   |                               |
| 4. | PL went through the matters arising schedule from the previous meeting with committee and all matters were completed.                                      |                               |

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|    | <b>Community Development</b>   |  |
|    | <p>RB advised the Co-op had received extra funding from one of our principal funders.</p> <p>Committee <b>AGREED</b> the date of the 15th of April for the second Community Development session.</p> <p>Committee recommended that RB send out information about committee events via a flyer through doors and posters in the closes.</p> <p>RB advised that the next bingo session is the 8th of April.</p> <p>Committee <b>NOTED</b> the updates.</p> <p>Committee thanked RB for his presentation.</p> <p>RB left the meeting.</p> |  |
| 6. | <b>Ethical Conduct and Notifiable Events</b>   |  |
|    | None   |  |
| 7. | <b>Scottish Housing Regulator (SHR) Engagement Plan</b>  |  |
|    | Committee discussed and <b>NOTED</b> the latest engagement plan for the Co-op for the financial year ahead from the Scottish Housing Regulator (SHR). Everyone in attendance expressed their satisfaction with the compliant status after the SHR's full risk assessment of all RSLs.  |  |
| 8. | <b>Potential Eco funding opportunity</b>   |  |
|    | <p>PL outlined the timeline to committee members from the Co-ops being approached in December 2024 regarding the Eco4 fund, to being informed that the Co-op doesn't meet the criteria.</p> <p>PL advised that the staff team will keep abreast of any new energy funding coming up.</p> <p>A committee member complimented the staff team on their transparency.</p> <p>Committee <b>NOTED</b> the update.</p>  |  |
| 9. | <b>Law View Kitchens</b>   |  |
|    | <p>PL updated committee on the progress with the Law View kitchen contract.</p> <p>Committee <b>NOTED</b> the update.</p>  |  |

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|     | <b>Finance Function</b>   |  |
| 10. | <p>PL reminded committee that the Co-op's long standing finance agent Clark Davidson's contract was terminating on 31 of March 2025.</p> <p>PL advised that he would arrange a date with Clark to present him with a gift for his 30 years service with the Co-op.</p> <p>Committee passed on their best wishes to Clark.</p> |  |
|     | <b>Insurance 25/26</b>  |  |
| 11. | Committee <b>APPROVED</b> the 3-year fixed deal on offer with Aviva Insurance.  | <b>PL to notify the insurance broker</b>               |
|     | <b>IT &amp; Communications Contract</b>   |  |
| 12. | <p>PM advised that alongside Craig Anderson they had met with a number of IT &amp; Communications providers and more meetings were forthcoming.</p> <p>Committee <b>NOTED</b> the update.</p> <p>PT left the meeting.</p>   | <b>PM/CA to provide IT procurement update in April</b> |
|     | <b>Payments, Benefits &amp; Entitlements</b>  |  |
| 13. | <p>Committee noted the medical adaptation to a relation of a committee member.</p> <p>Committee <b>APPROVED</b> the long term small allowance for another year.</p>   | <b>Update relevant register/s</b>                      |
|     | <b>Membership Report</b>  |  |
| 14. | <p>PT returned to the meeting.</p> <p>PM advised there weren't any membership applications for approval.</p>  |  |
|     | <b>Staffing Paper</b>   |  |
| 15. | Committee <b>APPROVED</b> the confidential staffing paper.  |  |
|     | <b>Employers Ballot Outcome</b>   |  |
| 16. | The committee <b>NOTED</b> the employers ballot outcome.  |  |
| 17. | <b>Staff Training</b>   |  |
|     | Committee <b>APPROVED</b> the request from a staff member to be supported in undertaking a housing qualification.   | <b>Place to be booked on housing course</b>            |

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| <b>18.</b> | <b>Proposed Development of a Battery Energy Storage System</b>   |  |
|            | <p>PL reminded committee of the forthcoming consultation session taking place on the proposed Development of a Battery Energy Storage System near the railway line.</p> <p>After he volunteered to attend on the co-op's behalf, committee <b>AGREED</b> that CC would attend the consultation session and feedback to members and staff.</p>  | <b>CC to attend consultation session and email the co-op</b> |
|            | <b>Items for Noting</b>  |  |
| <b>19.</b> | <b>Correspondence</b>  |  |
|            | Committee discussed and <b>NOTED</b> the correspondence.   |  |
| <b>20.</b> | <b>Use of Delegated Authority</b>  |  |
|            | None   |  |
| <b>21.</b> | <b>Any Other Competent Business</b>  |  |
|            | <p>Committee <b>APPROVED</b> delegates for the EVH conference.</p> <p>CC thanked committee &amp; staff for attending the meeting.</p>  | <b>PM to book 2 places</b>                                   |
| <b>22.</b> | <b>Summary of actions / decisions at this meeting</b>  |  |
|            | <ul style="list-style-type: none"> <li>• Date for 2nd Community Development session <b>AGREED</b></li> <li>• 3 year fixed deal on offer with Aviva Insurance <b>APPROVED</b></li> <li>• Medical Adaptation <b>APPROVED</b></li> <li>• Committee <b>APPROVED</b> the staff team allowance</li> <li>• Staffing Paper <b>APPROVED</b></li> <li>• Housing qualification application <b>APPROVED</b></li> <li>• Delegates for the EVH conference <b>APPROVED</b></li> </ul> |  |
| <b>23.</b> | <b>Meeting Evaluation</b>  |  |
|            | CC asked members for their evaluations of the meeting.<br>Committee members felt that the meeting had been enjoyable and productive.   |  |
|            | <b>Date and time of next meeting</b><br><b>Tuesday 29th of April 2025</b>  |  |
| <b>24.</b> | CC advised committee members of the date of the next meeting.  |  |
|            | <b>Meeting Close</b>   |  |
| <b>25.</b> | CC thanked committee & staff for attending the meeting. The meeting closed at 7.50pm.  |  |