Management Committee Meeting Minutes: 2 October 2025 at 6.30pm at 32 Garlieston Road, Barlanark, G33 4UD

1.	**Sederunt**	Name	Position	Action
	Present	Corrina Brewer Sarah Lack Margaret Smith Michael McDevitt Marion Leat Rose O'Malley Fiona Bowman Shona Johnston Theodros Teklu	Chairperson Treasurer (Zoom) Secretary Committee Member Committee Member Committee Member Committee Member Committee Member Observer	
	Apologies	Kirsty Bavidge Dawn McMaster	Vice Chairperson Committee Member	
	In Attendance	Roslyn Crawford Lyndsay Moffat Louise Hosie	Director Depute Director/Housing Manager Customer Services Assistant	

2.	**Election of Office Bearers and Committee Calendar** Chairperson – Corrina Brewer Vice Chairperson – Kirsty Bavidge Secretary - Margaret Smith Treasurer – Sarah Lack Members of the Committee were asked to read and sign Committee code of conduct. Register of interest forms were completed and signed in line with good governance. These are updated on an annual basis.	**Committee elected Office Bearers for 25-26 Session** **Committee signed register of interest forms and code of conduct.**
3.	**Declaration of Interest and Committee Update** Staff declared an interest in item 9.9 Staffing Review. Committee welcomed Theodros Teklu as an observer to the management meeting.	**Staff declared an interest in item 9.9 Staffing Review. Committee welcomed Theodros Teklu as an observer to the management meeting.**
4.	**Notifiable Event Update** The Chairperson advised that an update on the outcome of the recruitment process had been provided to the Scottish Housing Regulator. The event remained open.	**Committee noted that the SHR remained updated on the recruitment process.**

5.	**Freedom of Information (FOI) Update.** None.	**Noted**
6.	**Committee Training: Scottish Housing Regulator Update** The Depute Director gave a presentation on the Scottish Housing Regulator. The training covered areas such as the role of the Scottish Housing Regulator, Notifiable Events and the importance of Committee ownership of the Assurance Statement process. Members discussed the feedback from tenants and other service users at the AGM about the Assurance Statement.	**Committee completed training on the Scottish Housing Regulator.**
7.	**Minutes of Management Meeting held on 4 September 2025** The minutes were circulated prior to the meeting and noted by the Management Committee. There were no matters arising and the minutes were approved by Sarah Lack and seconded by Margaret Smith.	**Committee approved the minutes for the Management Meeting on 4 September 2025.**
8.	**Office Bearers Meeting: Not held due to AGM 2025. Next meeting on 22 October 2025** The office bearers meeting was postponed until 22 October 2025.	**No office bearers meeting held in September 2025.**
9.	**Director Report**	
9.1	**Review of AGM 2025** This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee were pleased with the number of members attending the AGM, were pleased to note there was a potential new Committee member and liked the opportunities for tenant participation. Committee advised they had enjoyed the presentations by the Auditor and the attendance of the Energy advisor and liked the current format of the meeting. Committee agreed to plan the next AGM for Thursday 17 September 2026 and try an earlier start time of 6.30pm.	**Committee noted the success of the 2025 AGM. Next AGM proposed for September 2026 at 6.30pm.**
9.2	**Benchmarking Report 24-25** This report was circulated prior to the meeting and noted by the Management Committee. Committee noted the strong performance from Gardeen in relation to low rent arrears, time taken to re-let properties and low staff sickness levels. Committee will continue to monitor the Association’s performance.	**The Committee discussed the EHRA Benchmarking report and noted the strong performance of the Association.**
9.3	**Compliance Report 2025** This report was circulated prior to the meeting and noted by the Management Committee. Committee members noted and approved the Compliance Report 2025.	**Committee approved the Compliance Report 2025.**

9.4	**Assurance Statement 2025** This report was circulated prior to the meeting and noted by the Management Committee. Committee approved the self-assessment report and action plan for submission for 2024-25. The Chairperson signed the document, and it was agreed to submit the Assurance Statement to the Scottish Housing Regulator.	**Committee approved the self-assessment report and action plan and agreed to submit Assurance Statement for 2024-25.**
9.5	**Valuation 2025** This report was circulated prior to the meeting and noted by the Management Committee. It was agreed to defer this agenda item as the final valuation was not available.	**Committee members noted and agreed to defer this agenda item.**
9.6	**Internal Audit 2025 2025** This report was circulated prior to the meeting and discussed by the Management Committee. The Management Committee members approved the audit plan for 2025-2026 and noted that dampness, condensation and mould would be independently assessed in addition to gas safety and smoke, heat and carbon monoxide alarms.	**The Management Committee members approved the internal audit plan for 2025-2026.**
9.7	**Authorised Signatories Review** This report was circulated prior to the meeting and noted by the Management Committee. It was agreed to amend the signatories due to retiral. Signatures for approval will be the new Association Director, Property Services Officer and Management Committee. Committee approved the Authorised Signatories Review.	**Committee approved the Authorised Signatories Review following staff changes.**
9.8	**Finance Services Review** This report was circulated prior to the meeting and noted by the Management Committee. Committee discussed and reviewed options for financial services for the association. Other options open to the association would be to employ a senior finance officer or work with another company to provide these services. Following a full review, Committee agreed to continue to work with FMD and the Secretary signed the FMD agreement.	**Committee discussed the Finance Services Review and agreed to continue to with FMD**
9.9	**Staffing Review – Confidential** The Committee approved a confidential staffing report. The Depute Director would report further at the November meeting. It was agreed to recruit a further member of staff in early 2026.	**Committee approved the confidential report.**

10.	**Correspondence** 10.1 Scottish Housing Regulator - National Report on the Charter 10.2 Consideration of purchase of a property - Glasgow City Council. It was agreed not to pursue as property was not in local area.	**Noted** **Agreed not to pursue.**
11.	**Health and Safety Update** Committee noted that fire alarm tests had been carried out.	**Noted**
12.	**Newsletter and Social Media** The Autumn Newsletter is on the website and social media. Social media monitored and updated.	**Noted**
13.	**Membership Applications** Committee approved two memberships.	**Committee approved two memberships.**
14.	**Training Feedback** Committee discussed the training on the Scottish Housing Regulator and agreed to attend training sessions.	**Committee discussed training and noted the update.**
15.	**EHRA Update** Committee noted housing managers and maintenance staff were meeting.	**Noted**
16.	**EVH Monthly Reports: September 2025** This was noted by Committee.	**Noted**
17.	**GWSF Report** No report.	**Noted**
18.	**AOCB – Christmas Lunch 2025 - 10 December 2025 and Office Alarm** Committee agreed the date for the Christmas lunch and agreed who key holders should be for out of hours alarm calls.	**Committee discussed the Christmas lunch and key holders.**
19.	**Review of Meeting** Committee were satisfied that there was sufficient time to discuss the reports and make decisions.	**Committee were satisfied with the discussion time available.**
20.	**Action Notes to 4 September 2025**	**Noted**
	The meeting closed at 8.30pm.	
21.	**Date and Time of Next Meeting:** Management Meeting: 6 November 2025	 **6 November 25**

APPROVED:__________________ DATE: ____________________