Management Committee Meeting Minutes: 6 August 2026 at 6.30pm at 32 Garlieston Road, Barlanark, G33 4UD

1.	**Sederunt**	Name	Position	Action
	Present	Corrina Brewer Kirsty Bavidge Sarah Lack Fiona Bowman Shona Johnston Marion Leat Catherine Brown Rose O'Malley Michael McDevitt Dawn McMaster	Chairperson Vice Chairperson Treasurer Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member Committee Member	
	Apologies	Margaret Smith	Secretary	
	In Attendance	Lyndsay Moffat Louise Hosie John Seggie Stuart Beattie (Zoom)	Director Property Services Officer Senior Property Services Officer CT Audit Limited (part of meeting)	

2.	**Declaration of Interest and Committee Update** Committee discussed the importance of adhering to the Code of Conduct at meetings including ensuring mobile phones were on silent. Members noted that the previously approved three-month leave of absence for Theodros Teku finished after the June meeting. Theodros Teklu has decided to resign from the committee for personal reasons. The Management Committee thanked Theodros for his time.	**Committee noted that Theodros Teklu resigned from the Management Committee for personal reasons.**
3.	**Notifiable Events** There were no notifiable events.	**Noted**
4.	**Freedom of Information** Committee members noted that one Freedom of Information request had been received from a union in relation to violence at work.	**Noted Freedom of Information request received regarding violence at work.**
5.	**Presentation of Annual Accounts and Management Letter** The Annual Accounts and Management Letter were circulated prior to the meeting and discussed by the Management Committee. Stuart Beattie, auditor from CT Audit Limited, joined the meeting via Zoom to present the annual accounts, audit report and Management Letter. The presentation highlighted there were no control weaknesses or governance issues with the annual accounts. Committee members were able to ask questions without the staff in attendance. It was noted that Committee should monitor the impact of forthcoming Net Zero guidance and the new Scottish damp and mould legislation, including the potential financial implications, particularly while funding arrangements remain uncertain. Following discussion, the Committee approved the Annual Accounts,	**The Management Committee approved the Annual Accounts, auditors' report, Management Letter and response to**

	independent auditors' report, Management Letter and response to Management Letter for 2025-2026. Members noted that as the Secretary had submitted apologies, the Chairperson would contact them to advise the accounts had been approved and the Director would arrange for the relevant documents to be signed in the next few days.	**Management Letter.**
6.	**Minutes of Management Meeting on 4 June 2026** The minutes were circulated prior to the meeting and noted by the Management Committee. The minutes were approved by Corrina Brewer and seconded by Catherine Brown.	**Committee approved the minutes of the Management Meeting on 4 June 2026.**
7.	**Notes of Office Bearers on 29 July 2026** The notes of the Office Bearers meeting on 29 July 2026 were circulated prior to the meeting and noted by the Management Committee.	**Committee noted the Office Bearers meeting on 29 July 2026.**
8.	**Management Accounts to 30 June 2026** This report was circulated prior to the meeting. The Management Committee discussed and approved the Management Accounts to 30 June 2026. Management Committee members were pleased to note that rent arrears and void loss remained at very low levels, and all loan covenants have been achieved for the period. The Management Accounts were approved.	**Committee approved the Management Accounts to 30 June 2026.**
9	**Factoring Report to 30 June 2026** This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee approved the factoring report to 30 June 2026.	**Committee discussed and approved the Factoring Report to 30 June 2026.**
10.	**Property Management Reports to 30 June 2026**	
10.1	**Rent Account Management Report** This report was circulated prior to the meeting and noted by the Management Committee. Committee were pleased to note the low level of rent arrears. Members discussed the financial gains for Gardeen tenants in the income advice report from Connect Community Trust for quarter one. Members noted the updated format detailing how many tenants received housing costs paid directly to the Association and the total quarterly value of Housing Benefit and Universal Credit payments received for those direct payments. Committee approved the rent account management report to 30 June 2026.	**Committee approved the rent account management report to 30 June 2026.**
10.2	**Allocations and Voids Report** This report was circulated prior to the meeting and noted by the Management Committee. Committee members noted that zero properties had become void during the quarter. Members noted that that there have been no lets to housing register applicants since 2023/24. Members agreed that staff should carry out a review of the housing register during 2026/27 but noted that it had not been prioritised due to the very low turnover of properties. Members noted that the Association's website	**Committee approved the Allocations and Voids Report to 30 June 2026.**

	provider had suggested trialling emailing review forms to applicants for the first time. Committee were supportive of this suggestion as it reduced costs. Members discussed the update from the SFHA regarding the recent protests outside some RSLs and the wider impact of the housing emergency. This report was approved by the Management Committee.	
10.3	**Repairs and Maintenance Report** This report was circulated prior to the meeting and noted by the Management Committee. Members were pleased to note the Association's strong performance in relation to the reactive repairs service. Members noted that 100% of emergency repairs were completed within timescales during the quarter. Committee discussed the kitchen replacements programme for phase 2 (108-112 Pendeen Road & 2 – 32 Pendeen Place) and noted that tenants with tenancy breaches will be excluded from this programme. All existing kitchens meet the Scottish Housing Quality Standard. Committee members noted that a stock condition survey was due in 2027 and that staff were progressing this work. Committee approved the repairs and maintenance report.	**Committee approved the Repairs and Maintenance Report to 30 June 2026.**
10.4	**Tenant Safety Report** This report was circulated prior to the meeting and noted by the Management Committee. Committee noted that the Association records data on cases of mould, dampness or condensation in line with the Annual Return on the Charter Technical Guidance and recommendations from the Internal Auditor. There were 6 cases reported during quarter one 2026/27. Committee noted progress with the refurbishment works to phase 2 (108-112 Pendeen Road & 2 – 32 Pendeen Place) verandas was completed during quarter one and that work will continue over the next 6 years (6 per annum). Committee approved the tenant safety report.	**Committee approved the Tenant Safety Report to 30 June 2026.**
10.5	**Tenancy Sustainment Report** This report was circulated prior to the meeting and noted by the Management Committee. Committee discussed investing in CCTV for the areas affected by fly tipping as the volume of fly tipping had increased over the quarter. Staff continue to report fly tipping to Glasgow City Council however it was an ongoing issue which was leading to higher bulk removal costs for the Association. Committee agreed that staff should purchase some new signage and explore low-cost options for CCTV. Committee approved the Tenancy Sustainment Report.	**Committee approved the Tenancy Sustainment Report to 30 June 2026.**
10.6	**Policy Review Report** This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee noted the refreshed Tenant Handbook and agreed to put a copy on the Association's website and social media and advise tenants that they could request a paper copy. All new tenants are issued with a copy of the Handbook. Members approved a new Domestic Abuse Policy following a change in the legislation and noted the SFHA update on the guidance and revised model tenancy agreements. The Management Committee approved updates to the Rent Account Management and Maintenance policies regarding planned maintenance and tenancy breaches. Committee approved the policy review report.	**Committee approved the Policy Review Report.**

11.	**Directors Report**	
11.1	**Committee Reviews 2026** This report was circulated prior to the meeting and noted by the Management Committee. Committee members discussed the Committee Reviews Report 2026. Committee members were pleased with the positive feedback and that SE Training had determined that Gardeen has a committed and capable committee that is operating effectively and remains focused on delivering strong governance, high-quality services and positive outcomes for tenants and the community. Members agreed that the Director should now draw up an action plan and a training plan to ensure that the Association continues to meet regulatory expectations in the years ahead. Committee approved the Committee Reviews Report 2026 from SE Training.	**Committee approved the Committee Reviews Report 2026 from SE Training.**
11.2	**Business Plan Review** The 2024 – 2027 Business Plan is available on the portal. The Business Planning review day scheduled for 17 June 2026 had to be unavoidably cancelled due to illness/emergencies amongst members. Members noted that a full review of the Business Plan was due in 2027. Committee members did not wish to make any changes to the Mission Statement, Strategic Objectives and review of strengths, weaknesses, opportunities and threats are available on the portal. Committee discussed the priorities for the Association and align this with the review of the Action Plan 2026. Committee advised that they would consider inviting Net Zero Fund Management to a future meeting to do a presentation after the Scottish Government had published the anticipated Net Zero guidance for RSLs in 2027. Committee approved the Business Plan Review Report.	**Committee approved the Business Plan Review Report.**
11.3	**Review of Action Plan 2026** This report was circulated prior to this meeting. The Management Committee reviewed and noted the progress on the Action Plan 2026.	**Committee noted the progress on the Action Plan 2026.**
11.4	**Annual General Meeting 2026** The Management Committee approved the Secretary’s report regarding compliance with Rules 62-67 and noted the resignation of one third of Committee members in accordance with the Rules. Members approved the re-election of three Committee Members who have continuous service of more than 9 years. Committee also agreed to encourage new members to join the Committee at the Annual General Meeting.	**Committee agreed the arrangements for the Annual General Meeting 2026.**
12.	**Correspondence** 12.1 SHR Data Integrity Checks 12.2 Wbg Scottish Housing Sector Update June 2026 12.3 EVH Whistleblowing Information Note 12.4 EVH Annual Conference 2026 for Governing Body Members and Staff	 **Noted** **Noted** **Noted** **Noted**

	12.5 Easthall Residents Association – request for a donation towards Christmas Fayre. Committee decided not to donate to the Glenburn Centre Christmas Carnival and Fayre at this time.	**No donation to be made.**
13.	**Health and Safety Update: Audit 1 December 2026** Health and Safety training is ongoing. Virtual College training is accessible anytime. The next health and safety audit which is carried out by ACS Learning and Consultancy Ltd is scheduled for 1 December 2026.	**Noted**
14.	**Newsletter and Social Media** The Summer Newsletter is on the website and social media. Social media monitored and updated. Winter newsletter is being worked on.	**Noted**
15.	**Membership Applications** No new applications.	**Noted**
16.	**Training Feedback** Training session on contractor insurance risks arranged for Wednesday 19 August 2026 at 1.00pm with Richard McDonald, Howden Insurance.	**Committee discussed the training.**
17.	**EHRA Update – AGM 2026** Committee noted that the EHRA Conference will be held on the 23 October 2026 and noted the draft agenda.	**Noted**
18.	**EVH Monthly Reports - June and July 2026** Noted	**Noted**
19.	**GWSF Monthly Updates** None. Members noted that the Director of GWSF was planning to retire in March 2027.	**Noted**
20.	**AOCB** Committee noted that the tablets needed upgraded as part of the Cyber Essentials accreditation and noted that staff members would contact committee members to arrange this.	**Noted**
21.	**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.**
22.	**Action Notes to 6 August 2026** Noted.	**Noted**
	The meeting closed at 8.30pm.	
23.	**Date and Time of Next Meeting:** Management Meeting Annual General Meeting – Barlanark Community Centre	**3 September 2026 at 6.30pm** **16 September 2026 at 6.30pm**

APPROVED:__________________ DATE: ____________________