

Gardeen Housing Association Limited: Minutes from Session 2024-2025: Print 03
Management Committee Meeting Minutes:
Hybrid Meeting held on 5 December 2024 at 6.30pm at 32 Garlieston Road, Barlanark, G33 4UD

1.	Sederunt	Name	Position	Action
	Present	Corrina Brewer Kirsty Bavidge Sarah Lack Margaret Smith Marion Leat Catherine Brown Shona Johnston Michael McDevitt	Chairperson Vice Chairperson Treasurer Secretary Committee Member Committee Member Committee Member Committee Member	
	Apologies	Fiona Bowman Rose O'Malley Dawn McMaster	Committee Member Committee Member Committee Member	
	In Attendance	Roslyn Crawford Lyndsay Moffat Louise Hosie Fettes McDonald	Director Depute Director/Housing Manager Customer Services Assistant FMD, Financial Agent	

2.	Declaration of Interest and Committee Update Committee welcomed Fettes McDonald from FMD and Micheal McDevitt back to the committee after a leave of absence. Committee approved that the items would be discussed out of order so that the ones would be involved in were discussed first. Committee noted the leave of absence for Ryan Cowan is still ongoing till April 25 and a declaration of interest from tenants in rent increase discussions.	Committee welcomed Fettes McDonald and Micheal McDevitt to the meeting. There was one declaration of interest. Committee noted the nogoing a leave of absence for Ryan Cowan.
3.	Code of Conduct and Confidentiality Committee where reminder of the confidentiality and code of conduct.	Noted
4.	Notifiable Event There were no notifiable events.	No notifiable events.
5.	Freedom of Information (FOI) Update. There were no Freedom of Information requests.	No FOI requests received.
6.	Minutes of Management Meeting held on 4 December 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 Decemeber 2024.

7.	Minutes of Special Management Meeting on 16 January 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 Marion Leat and seconded by Catherine Brown.	Committee approved the minutes for the Management Meeting on 16 January 2025.
8.	Notes of Office Bearers on 29 January 2025 The notes of the Office Bearers meeting on 29 January 2025 were circulated prior to the meeting and noted by the Management Committee.	Committee noted the Office Bearers meeting on 29 January 2025.
9.	Action Notes to 16 January 2025 The action notes to 16 January 2025 were discussed and noted by the Management Committee.	Noted
10.	Committee Training: Long Term Financial Projections Training, Fettes McDonald from FMD, Financial Agent in attendance FMD provided a update and traing inperson on the long trem financial projections for Gardeen Housing Asosation.	Committee completed training on Gardeen long trem financial projections.
11.	Budget 2024-2025: Second Draft	
11.1	Rent Increase Consultation Feedback This report was circulated prior to the meeting and the anonymous tenant feedback was discussed by the Management Committee. It was agreed to publish the rent increase consultation for 20 during December and January and that the survey questions would be reviewed annually.	Committee discussed and noted the tenant rent increase consultation feedback.
11.2	EHRA Rent Increase Benchmarking This report was circulated prior to the meeting and noted by the Management Committee. Committee discussed the proposed and approved rent increases for the nabouring assosatons in EHRA. Committee noted the EHRA Rent Increase Benchmarking.	Committee noted the EHRA Rent Increase Benchmarking.
11.3	GWSF Rent Increase Benchmarking This report was circulated prior to the meeting and noted by the Management Committee. Committee discussed the proposed and approved rent increases for GWSF. Committee noted the GWSF Rent Increase Benchmarking.	Committee noted the GWSF Rent Increase Benchmarking.
12.	Management Accounts to 31 December 2024 This report was circulated prior to the meeting. The Management Committee discussed and approved the Management Accounts to 31 December 24. Management Committee members were pleased to note that costs remain under control and there were no areas of concern. The Management Accounts were approved by Corrina Brewer and seconded by Sarah Lack.	The Management Committee discussed and approved the Management Accounts to 31 December 2024.
13	Factoring Report to 31 December 2024 This report was circulated prior to the meeting. The Management Committee discussed and noted the Factoring Report to 31 December 2024.	The Management Committee discuss and noted the Factoring Report

		to 31 December 2024.
14	Property Management Reports to 31 December 2024	
14.1	Rent Arrears Management Report This report was circulated prior to the meeting and noted by the Management Committee. Members were pleased to note the financial gains for the quarter in the Income Advice Report. Members noted that current tenant arrears remained low.	The Committee discussed and approved the rent account management report.
14.2	Allocations and Void Report This report was circulated prior to the meeting and noted by the Management Committee. Members noted the low void loss for the quarter. Members noted the update from SDM and Kiswebs on automatic uploade of appllaction froms. Committee members also notted the meeting with December 2024, staff met with Paul Tonner (Housing Association Liaison Manager). Paul gave an update on the homeless situation in Glasgow and gave a the background.	The Committee discussed and approved the allocations and voids report.
14.3	Repairs and Maintenance Report This report was circulated prior to the meeting and noted by the Management Committee. Members noted the planed mantince for kitchens in phase one which will be flowed by pinter works. Committee discussed the Environmental Maintenance Contract and noted the progress.	The Committee approved the Repairs and Maintenance Report for 2024.
14.4	Tenant Safety Report This report was circulated prior to the meeting and noted by the Management Committee. Committee disuced the update on the ARC collection requirements and noted the proppress of the phase 2 (108-112 Pendeen Road & 2 – 32 Pendeen Place) sill replacements/render repairs, this work has been budgeted for 2025/26.	Committee discussed and approved the tenant safety report.
14.5	Tenancy Sustainment Report This report was circulated prior to the meeting and noted by the Management Committee. Committiee discussed the close and common area inspections reporing, noting the progress of the grass cutting contact and trining of trees by Asban tree surgeons. Progress was also noted for stage 3 adaptations programme and the £10,000 grant.	Committee discussed and approved the tenancy sustainment report.
15.	Director Report	
15.1	Energy Advisor Update This report was circulated prior to the meeting and noted by the Management Committee. Members noted the progress made to secure an independent Energy Advisor.	Committee members noted the progress made to secure an independent Energy Advisor.
15.2	Easterhouse Benchmarking Finance Report This report was circulated prior to the meeting and noted by the Management Committee. The Committee will continue to monitor the	Management Committee discussed the

	performance of the association and notes that Gardeen performed well in controlling costs and reducing staffing cost in 2024.	financial performance of the association.
15.3	Scottish Housing Regulator Update This report was circulated prior to the meeting and noted by the Management Committee. Committee discussed the updates from the Scottish Housing Regulator. SHR will focus on Electrical reports and lead in the water from the 1 st of April 2025.	The committee discussed the update from the Scottish Housing Regulator.
15.4	Gardeen Action Plan for 2025 The Management Committee reviewed the action plan 2025. The committee discussed the action plan to make sure that Gardeen Housing Association will continue to provide tenants and the community with affordable housing and meet high standards of governance meanwhile dealing with the management of finance and the control of risk.	Management Committee approved action plan 2025.
16.	Correspondence 16.1 Glasgow City Council Housing Convenor Update	Noted.
17.	Health and Safety Update: Audit December 2024 Members noted the results of the health and Safety Audit.	Committee noted the health and safety update.
18.	Newsletter and Social Media Spring Newsletter is ongoing. Social media monitored and updated.	Noted
19.	Membership Applications No new membership applications were received.	None
20.	Training Feedback Training courses encouraged for all staff and committee. Training for committee will continue to take place at monthly meetings.	Committee noted the ongoing training.
21.	EHRA Update – New Staff Member at Connect	Noted.
22.	EVH Monthly Report: November, December 2024, January 2025	Noted.
23.	GWSF Monthly Update	Noted
24.	AOCB: The meeting closed at 8.30pm.	Noted
25.	Date and Time of Next Meeting: Management Meeting	7 March 2025

APPROVED: _____

DATE: _____