

Gardeen Housing Association Limited: Minutes from Session 2025-2026: Print 02  
Management Committee Meeting Minutes: 6 November 2025 at 6.30pm at 32 Garlieston Road,  
Barlanark, G33 4UD

1.	<b>Sederunt</b>	Name	Position	Action
	Present	Corrina Brewer Kirsty Bavidge Sarah Lack Margaret Smith Michael McDevitt Marion Leat Fiona Bowman Shona Johnston Theodros Teklu	Chairperson Vice Chairperson Treasurer Secretary Committee Member Committee Member Committee Member Committee Member Casual Vacancy	
	Apologies	Rose O'Malley Dawn McMaster	Committee Member Committee Member	
	In Attendance	Lyndsay Moffat John Seggie Louise Hosie David McDonald	Director Property Services Officer Customer Services Assistant FMD Financial Services (Zoom)	

2.	<b>Declaration of Interest and Committee Update</b> Committee were reminded of the importance of confidentiality.	<b>Noted</b>
3.	<b>Notifiable Events Update: Change of Director: Closed</b>	<b>Noted</b>
4.	<b>Freedom of Information Update: Pest Control Services</b>	<b>Noted</b>
5.	<b>Minutes of Management Meeting on 2 October 2025</b> 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 Margret Smith.	<b>Committee approved the minutes for the Management Meeting on 2 October 2025.</b>
6.	<b>Notes of Office Bearers on 22 October 2025</b> The notes of the Office Bearers meeting on 22 October 2025 were circulated prior to the meeting and noted by the Management Committee	<b>Committee noted the Office Bearers meeting on 22 October 2025.</b>
7.	<b>Training: Budget Planning</b> David McDonald, FMD Financial Services, provided an update on the budget planning process and the Treasurer's checks that are carried out. David gave a brief description of his role and some of the tasks that he carries out on behalf of the Association to ensure that the financial planning process is robust. David also explained what checks are carried out when he meets with the Treasurer separately from staff and that this provides an additional layer of assurance for members.	<b>Committee completed training on Budget Planning and were updated about the Treasurer's checks.</b>

<b>8.</b>	<b>Management Accounts to 30 September 2025</b> The Management Accounts to 30 September 2025 were circulated prior to the meeting. Committee members were pleased to note that gross rent arrears and voids remain at very low levels and that the expenditure in relation to the kitchen replacement contract was within budget. Members were pleased to note that all loan covenants had been achieved and there was a positive variance to date of around £54k. The Treasurer confirmed that Treasurer's Checks for quarters 1 and 2 with the Association's Finance Agent were complete and there were no areas of concern. The Management Accounts were approved by the Management Committee.	<b>Committee approved the Management Accounts to 30 September 2025.</b>
<b>9.</b>	<b>Factoring Report to 30 September 2025</b> This report was circulated prior to the meeting and noted by the Management Committee. Members noted that factoring arrears had decreased during the quarter and that staff will continue to monitor these. The Management Committee approved the factoring report to 30 September 2025.	<b>Committee discussed and approved the Factoring Report to 30 September 2025.</b>
<b>10.</b>	<b>Property Management Reports to 30 September 2025</b>	
<b>10.1</b>	<b>Rent Account Management Report</b> This report was circulated prior to the meeting and noted by the Management Committee. Members were pleased with the low level of rent arrears despite the increased volume of tenants migrating to Universal Credit. The Property Services Officer also presented an eviction report. Members discussed the report at length including the support offered. The Management Committee approved enforcement of the decree for eviction, payment and expenses subject to Minute for Recall. Both reports were approved by the Management Committee.	<b>Committee approved the Rent Account Management Report and eviction report to 30 September 2025.</b>
<b>10.2</b>	<b>Allocations and Voids Report</b> This report was circulated prior to the meeting and noted by the Management Committee. Committee members noted that two properties had become void during the quarter. Members noted that an update on the automatic upload of housing applications to SDM was anticipated during quarter 3. Members noted that the Customer Services Assistant had attended Glasgow City Council's Housing and Homelessness Emergency Update Event on behalf of the Association. This report was approved by the Management Committee.	<b>Committee approved the Allocations and Voids Report to 30 September 2025.</b>
<b>10.3</b>	<b>Repairs and Maintenance Report</b> This report was circulated prior to the meeting and noted by the Management Committee. Committee members were pleased to note that all emergency repairs were completed within target timescales for the quarter and the high level of pre and post inspections of reactive repairs. Members were pleased to note the positive feedback about the repairs service gathered through the repair satisfaction surveys. Committee members noted that the phase 1 kitchen replacement contract was progressing well with positive feedback overall. This report was approved by the Management Committee.	<b>Committee approved the Repairs and Maintenance Report to 30 September 2025.</b>

<b>10.4</b>	<b>Tenant Safety Report</b> This report was circulated prior to the meeting and noted by the Management Committee. Committee members noted that the Internal Audit 2025 would focus on the Association's processes for managing reports of mould, damp and condensation and gas safety management including smoke alarm, carbon monoxide and heat alarm installations. Members noted that additional in-progress asbestos testing was carried out during the kitchen replacement contract and the samples tested were negative. The Committee also noted that staff continue to action any tenant reports of mould, damp or condensation within target timescales and the update on Awaab's Law in Scotland from GWSF. Members approved the rolling programme of works to Phase 2 verandahs to ensure they remained in good condition. Members noted that there were no structural concerns. This report was approved by the Management Committee.	<b>Committee approved the Tenant Safety Report to 30 September 2025.</b>
<b>10.5</b>	<b>Tenancy Sustainment Report</b> This report was circulated prior to the meeting and noted by the Management Committee. Committee were pleased to note the low level of anti-social behaviour complaints. Members were pleased to note that the Customer Services Assistant had organised a 6-month review with the close cleaning contractor. Members provided positive feedback about the grass cutting programme 2025. Members discussed the city-wide challenges with bulk uplifts and noted the GWSF member feedback about bulk uplift. Committee members agreed to produce a flyer with information about tenant and Association responsibilities in relation to estate management. Members noted that the Stage 3 adaptations budget had been spent in full at the end of quarter 2. Committee approved the Tenancy Sustainment Report.	<b>Committee approved the Tenancy Sustainment Report to 30 September 2025.</b>
<b>11.</b>	<b>Directors Report</b>	
<b>11.1</b>	<b>Kitchen Contract Procurement</b> This report was circulated prior to the meeting and noted by the Management Committee. Committee noted that the Association had previously worked on a joint kitchen and bathroom contract with Calvay Housing Association which provided value for money as the associations share the same Maintenance Consultant. Members noted that the Association would remain fully in control of the administration, payment and defects. The Management Committee agreed to jointly procure the kitchens and bathrooms contract in partnership with Calvay Housing Association to bring value for money benefits.	<b>The Management Committee agreed to work with Calvay Housing Association to jointly procure kitchen and bathroom contracts.</b>
<b>11.2</b>	<b>Budget Planning 26-27</b> This report was circulated prior to the meeting and noted by the Management Committee. Committee noted that Gardeen staff and the finance agent were working on a draft budget which would be presented to Committee at the December meeting. Planned maintenance for 2026-2027 includes kitchens for Phase 2. The rent increase will be based on the assumptions in the Business Plan – CPI inflation +1.5%. There will be a range of options to allow a full consultation exercise with tenants on the	<b>Committee noted the challenges of setting a budget for 2026-2027 in a period of cost pressures.</b>

	proposed rent increase. Committee noted the challenges of setting a budget in a period of cost pressure. Committee members discussed the format of the rent increase consultation. Members advised they were keen to emphasise the planned maintenance programme and that a reduction in rental income could impact planned maintenance. Members noted that staff would work with the Finance Agent to review the average weekly rent figures for each apartment size ahead of the final budget.	
<b>11.3</b>	<b>Performance Report 2025</b> This report was circulated prior to the meeting and noted by the Management Committee. Committee discussed and noted that the performance report was available online for tenants, applicants and owners to view. Committee approved the performance report 2024-2025.	<b>The Committee approved the performance report 2024-2025.</b>
<b>11.4</b>	<b>Finance Audit Procurement</b> This report was circulated prior to the meeting and noted by the Management Committee. Committee members noted that a tender exercise for external audit was due in 2025 and that it was important to review the service provided by the Auditors to ensure that it remained robust. Committee agreed to procure external audit and noted the proposed timetable.	<b>Committee agreed to procure external audit and noted the proposed timetable.</b>
<b>12.</b>	<b>Correspondence</b> 12.1 Easthall Residents Association - Donation Request  12.2 Glasgow City Council – Acquisitions	<b>No donation made. 2025 donation made to community defibrillator.</b>  <b>Noted</b>
<b>13.</b>	<b>Health and Safety Update: Window Safety Information Note</b> Committee noted the update from EVH on window safety in domestic premises.	<b>Noted</b>
<b>14.</b>	<b>Newsletter and Social Media</b> The Autumn Newsletter is on the website and social media; the winter newsletter is being worked on. Social media monitored and updated.	<b>Noted</b>
<b>15.</b>	<b>Membership Applications</b> No new applications.	<b>Noted</b>
<b>16.</b>	<b>Training Feedback</b> Committee discussed the training on the Budget Planning and agreed to continue to attend training sessions.	<b>Committee discussed the training.</b>
<b>17.</b>	<b>EHRA Update - HM and Maintenance Staff Meetings</b> Committee noted housing managers and maintenance staff meetings have been arranged.	<b>Noted</b>
<b>16.</b>	<b>EVH Monthly Reports: October 2025</b> This was noted by Committee.	<b>Noted</b>
<b>17.</b>	<b>GWSF Report: September 2025</b> This was noted by Committee.	<b>Noted</b>

18.	<b>AOCB – Christmas Lunch 2025 – Secret Santa</b> Committee agreed arrangements for the Christmas lunch on 10 December 2025.	<b>Committee discussed arrangements for the Christmas lunch.</b>
19.	<b>Review of Meeting</b> Committee were satisfied that there was sufficient time to discuss the reports and make decisions.	<b>Committee were satisfied with the discussion time available.</b>
20.	<b>Action Notes to 2 October 2025</b> The meeting closed at 8.30pm.	<b>Noted</b>
21.	<b>Date and Time of Next Meeting:</b> Management Meeting: 4 December 2025	<b>4 December 25</b>

APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_