

**Minutes of West Whitlawburn Housing Co-operative
Management Committee Meeting of
8th September 2025 following AGM
Held in WCRC**

In attendance:

WWHC Committee:

S Anderson (SA)	K Stubbs-Gorman (KSG)	D Murphy (DM)
A Duffin (AD)	Patrick (LP)	P Dickson (PD)

Meeting is quorate.

Other:

L Reynolds (LR)
C Patrick (CP)

WWHC Staff:

G Clayton, Director (Dir)
R Hosie, Corporate Services Officer (CSO) - minutes

1. Apologies

M Alcorn, D Nnam, J Williams, A Robertson

2. Election of Office Bearers

SA stepped down as Chairperson following the AGM in accordance with the Rules. The Dir chaired the election of the new Chairperson.

Chairperson – Susan Anderson
Proposed by KSG, Seconded by AD.

There were no further nominees and SA was duly elected as Chairperson.

SA, resumed the meeting as Chairperson and presided over the election of the remaining Office Bearers.

Vice Chairperson – Doug Murphy
Proposed by PD, Seconded by KSG.

There were no further nominees and DM was duly elected as Vice Chairperson.

Secretary – Andy Duffin
Proposed by LP, Seconded by SA.

There were no further nominees and AD was duly elected as Secretary.

3. Appointment of Co-options

The Dir confirmed that following stand downs at the AGM, the following are eligible to be re-appointed as Co-optees:

L Reynolds, C Patrick, J Williams and A Robertson.

Committee approved the re-appointment of L Reynolds, C Patrick, J Williams and A Robertson as Co-optees. The decision was proposed by KSG and seconded by DM.

4. Report for Homologation – Committee Elections

The Dir presented a copy of the report considered by Committee prior to the AGM, for homologation.

Committee approved the report.

5. Tenant Satisfaction Survey – Appointment of Consultant

LR abstained from this item due to a recent appointment for another RSL.

The Dir presented the report which considered the returns submitted by two consultants, Research Resource and Knowledge Partnership, following the publication of a Quick Quote on Public Contracts Scotland. The Dir confirmed that both consultants provided excellent quality assessment responses, have considerable experience with suitable references, and therefore the successful bid came down to price scores.

Therefore, it was confirmed that Research Resource were appointed to carry out the Tenant Satisfaction Survey.

Committee discussed the inclusion of questions regarding damp and mould in the survey. The Dir confirmed this would be considered and discussed with the consultant at the pre-start meeting.

Committee noted the appointment of Research Resource.

6. Any Other Competent Business

No items.

Meeting closed at 8.15pm.