

**West Whitlawburn Housing Co-operative  
Management Committee Meeting of  
Monday 30<sup>th</sup> June 2025 at 6.30pm  
Meeting held in WWHC's Offices**

**In attendance:**

**Committee:**

S Anderson (SA) – Chairperson      A Duffin (AD) – Secretary  
D Murphy (DM) – Vice Chairperson    M Alcorn (MA)  
K Stubbs-Gorman (KSG)                J Williams (JW) – Co-optee  
D Nnam (DN)                                L Reynolds (LR) – Co-optee  
L Patrick (LP)

**Other:**

A Robertson (AR) – WWHC Lock up tenant and prospective Management Committee Member

**WWHC Staff:**

S Marshall – Deputy Director (DD)  
R Hosie – Corporate Services Officer (CSO) - minutes

Meeting is quorate.

**1. Apologies and Management Committee Member Co-option**

**a) Apologies**

P Welsh (PW) – Leave of Absence  
P Dickson (PD), C Patrick (CP), J McIntyre (JMcl)

The Chairperson notified committee that AA has requested a 3-month leave of absence for personal reasons.

Committee approved the leave of absence for a period of 3 months. The Secretary will confirm to the member in writing.

**b) Management Committee Member Co-option**

The Chairperson introduced AR who provided a summary of their work experience and background.

The co-option was proposed by AD and seconded by LP and approved by Committee

**2. Confidentiality**

The Chairperson reminded all present about the importance of confidentiality.

**3. Declaration of Interests**

LR and JW at agenda item 16. Stock Condition Survey – Consultant Appointment. Members will not participate in discussion or decision making.

**4. Equalities and Human Rights**

No items raised at this meeting.

**5. Health and Safety**

No items.

**6. Previous Minutes**

**Management Committee meeting of 27<sup>th</sup> May 2025**

There was a correction noted regarding MA's attendance and proposal of the April 2025 minutes (where the member had submitted apologies). It was confirmed that KSG proposed the April 2025 minutes, and AA seconded these.

The updated May 2025 minutes were proposed by MA and seconded by KSG.

The Chairperson will pass the updated signed minutes to the CSO for filing.

**7. Matters arising from Previous Minutes**

**Actions arising from Previous Minutes Report**

South Lanarkshire Council – decision regarding allocations quota and additional temporary accommodation lease submitted 29/05/2025.  
Item now closed.

Committee noted the update.

**8. Sub Committee Minutes and Referrals**

No items.

**9. Correspondence**

No items.

**10. Delegates Reports and Affiliated Organisation Information**

**a) Employers in Voluntary Housing (EVH)**

MA advised of no updates as the EVH meeting coincided with WWHC's meeting.

Committee noted the information contained in the update report.

**b) Glasgow West of Scotland Forum of Housing Associations (GWSF)**

AD advised he was unable to attend the summer re-gen conference.  
Updates as contained within the papers.

Committee noted the update.

**c) Scottish Federation of Housing Associations (SFHA)**

The DD advised of no further updates to the report contained within the papers.

Committee noted the update.

**d) Social Housing Safety Network Scotland**

Committee noted the newsletter contained with the papers.

The DD confirmed WWHC's landlord H&S audit preparation has commenced and is to take place from July 2025. Outcome to follow.

**11. Governance and Assurance**

**a) Schedule of External Submissions 2025/26**

The DD advised there were no updates the schedule following submissions completed in May 2025.

Committee noted the content of the report.

**b) Management Committee Training Plan**

The CSO acknowledged Committee's attendance at the training session prior to the meeting – delivered by CT on financial statements.

The CSO will provide an update to training plan following the meeting via email.

Committee noted the updates.

**12. Scottish Housing Regulator (SHR)**

**a) Notifiable Events Register**

The DD presented the register of notifiable events and confirmed no further submissions following appointment of the Director in June 2024.

Committee noted the update.

**13. Director Report and Targets**

Director's Appraisal

The DD confirmed the Director's appraisal is scheduled for 28/07/2025.

Co-operative Development

Members attended a joint training session with other Housing Co-operatives on 14/05/2025. It is proposed that WWHC host the next session with a presentation on the District Heating Network.

Adaptations Funding

The DD confirmed that funds have been received and WWHC is working to complete all ongoing cases.

External Audit

The DD confirmed the financial audit is ongoing with a close out meeting scheduled in August 2025.

The External Auditor will be present at the August 2025 meeting as well as the Annual General Meeting (AGM).

LR requested for Committee to have access to the evidence bank in addition to the ongoing review by John Mulholland prior to submission of the annual assurance statement. The CSO will look to facilitate this.

Committee noted the updates.

#### **14. Finance**

##### **a) Quarterly Management Accounts**

The DD presented the quarter 4 management accounts.

The DD confirmed overall positive surplus for the period. Committee noted the content of the report.

##### **b) Cash Flow Monitoring Report**

The DD presented the report for period end 31<sup>st</sup> March 2025 and confirmed an overall positive cash balance.

Committee noted the content of the report.

##### **c) Impairment Review**

The DD presented the annual impairment review and confirmed the recommendation that no further impairment review is required.

Committee noted the next impairment review scheduled for the end of financial year 2025/26.

##### **d) Bad Debt Write Off**

The DD presented the bad debt write off report.

Committee approved the bad debt write off.

##### **e) Former Tenant Write Back**

The DD presented the former tenant write back report.

Committee approved the former tenant write back and for this to be allocated to the Phil Welsh Welfare Fund to support tenancy sustainment.

**15. AGM Committee Briefing**

The DD presented the briefing report. Five Committee Members are required to stand down for re-election in accordance with the Rules.

Two committee members are required to stand down in addition to those (3) named in the report.

LP and MA volunteered to stand down for re-election at the AGM 2025.

Those standing for re-election are:

Committee members: SA, PW, KSG, LP and MA

Casual vacancy: JMcl

All co-optees required to stand down JW, LR, CP and AR

It is intended that the Director will present information regarding the Annual Assurance Statement to members at the AGM.

Committee noted the content of the report with formal notifications to the membership to follow.

**16. Stock Condition Survey – Consultant Appointment**

The DD presented the proposal within the report and confirmed that WWHC has carried out a value for money exercise.

Committee approved the appointment of JMP to carry out the stock condition survey.

**17. Policy Reviews**

**a) FOI and Environmental Information**

The CSO presented the policy review which was carried out as part of the normal review process and following information from SFHA and TC Young.

The CSO confirmed there are no material changes to the policy and informed committee that further updates may be proposed to the policy following updates to legislation. The Data Protection Officer will assess and propose and amendments in due course (if required).

Committee approved the FOI and Environmental Information Policy for ongoing implementation.

**18. AOCB**

Tenant Satisfaction Survey 2025/26 – Scheduled for September 2025. WWHC intend to seek quotes using Public Contracts Scotland's *Quick Quote* facility. Costs and proposals to be confirmed in due course.

Communications and Participation Working Group (CPWG) – The DD sought a Management Committee volunteer to join the group which reviews WWHC overall communications. LP volunteered, the CSO will update the member accordingly following the meeting.

**19. Date and Time of Next Meeting**

Monday 28<sup>th</sup> July 2025 at 6.30pm

MA submitted her apologies for this meeting.

**CONFIDENTIAL ITEMS**

**Confidential items redacted**

Print name:

Date:

Signed: