

1.	<b>Sederunt</b>	Name	Position	Action
	Present	Corrina Brewer Kirsty Bavidge Sarah Lack Michael McDevitt Marion Leat Shona Johnston Rose O'Malley Dawn McMaster	Chairperson Vice Chairperson Treasurer Committee Member Committee Member Committee Member Committee Member Committee Member	
	Apologies	Margaret Smith Fiona Bowman Theodros Teklu	Secretary Committee Member Casual Vacancy	
	In Attendance	Lyndsay Moffat Louise Hosie Stuart Eglinton	Director Property Services Officer SE Training (via Zoom) (part of meeting)	

2.	<b>Declaration of Interest and Committee Update</b> Committee were reminded of the importance of confidentiality. Committee members. There were three declarations of interest for item 9.5 Donations 2025.	<b>Noted</b>
3.	<b>Notifiable Events Update</b> There were no notifiable events.	<b>Noted</b>
4.	<b>Freedom of Information Update – Prevalence and Management of Damp and Mould in Rental Housing in Scotland</b> There was one Freedom of Information request received.	<b>Noted</b>
5.	<b>Minutes of Management Meeting on 6 November 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 Corrina Brewer.	<b>Committee approved the minutes for the Management Meeting on 6 November 2025.</b>
6.	<b>Notes of Office Bearers on 26 November 2025</b> The notes of the Office Bearers meeting on 26 November 2025 were circulated prior to the meeting and noted by the Management Committee.	<b>Committee noted the Office Bearers meeting on 26 November 2025.</b>
7.	<b>Training: Equality and Human Rights – What's on the Horizon.</b> Committee completed training on equality and human rights. Stuart Eglinton attended the meeting via Zoom to update Committee members about what was on the horizon in relation to equalities and human rights. Stuart discussed some of the key equality tools the Association has: Equality and Diversity Policy, Equality Action Plans and Equality Impact Assessments. Committee noted the Scottish Government plans to introduce a Human Rights Bill and how this might impact the Association	<b>Committee completed training on Equality and Human Rights.</b>

	<p>and tenants. Members discussed the recent Supreme Court ruling and what this might impact. Committee learned about preventative duties for employers under the Workers Protection Act 2024 and suggested actions for employers. Stuart was thanked for his contribution and left the meeting.</p>	
8.	<p><b>Draft Budget and Rent Increase 2026</b></p> <p>This report was circulated prior to the meeting and noted by the Management Committee. Committee discussed the budget for 2026-2027. Committee considered the impact of higher costs, annual pension deficit, affordability, inflation and interest rates. The draft budget includes planned maintenance items - kitchens for Phase 2 (54 properties). Committee discussed the EHRA benchmarking report which showed the average rents and proposed rent increases for the seven housing associations in the area. Members were pleased to note that the budget included provision of a welfare rights service which is available to all tenants. There were no changes proposed for the first draft of the budget for 2026-2027. Committee approved the first draft of the budget and approved tenant consultation on a proposed rent increase of 5.1% for 2026-2027.</p>	<p><b>Committee discussed first draft of the budget for 2026-2027 and approved tenant consultation for a proposed rent increase of 5.1%.</b></p>
9.	<p><b>Directors Report</b></p>	
9.1	<p><b>Valuation</b></p> <p>This report was circulated prior to the meeting and noted by the Management Committee. A valuation was carried out in 2025 by Jones Lang LaSalle and has confirmed that Gardeen homes have increased in value. The report was passed to the Association's Finance Agent, FMD and will be forwarded to the lenders. The Management Committee noted the Valuation Report 2025 and were pleased that the Association's properties had increased in value.</p>	<p><b>Committee members noted the Valuation Report 2025.</b></p>
9.2	<p><b>Recruitment</b></p> <p>This report was circulated prior to the meeting and noted by the Management Committee. Committee discussed the new staff structure and the proposed recruitment of a Property Services Assistant and proposed timetable, following discussions with EVH. Committee agreed that the recruitment panel would consist of the Director, one Office Bearers and two Committee members. Committee approved the recruitment of a Property Services Assistant and noted that the recruitment panel would meet in December.</p>	<p><b>Committee members approved the recruitment of a Property Services Assistant and agreed the members of the recruitment panel.</b></p>
9.3	<p><b>Quarterly Risk Review</b></p> <p>This report was circulated prior to the meeting and noted by the Management Committee. The Management Committee discussed the risks facing the Association. These include health and safety for tenants, mould and damp reports, loss of senior staff and the state of the global economy. Committee discussed the risks and agreed to monitor closely and continue to prioritise health and safety for tenants. Committee approved the Quarterly Risk Review.</p>	<p><b>Committee approved the Quarterly Risk Review Report.</b></p>

9.4	<p><b>Governance Review</b></p> <p>This report was circulated prior to the meeting and noted by the Management. The Committee discussed the appointment of an external consultant to carry out a governance review and agreed to contact an independent consultant to carry the review out.</p>	Committee agreed the appointment of an external consultant to carry out a governance review in 2026.
9.5	<p><b>Donations for Christmas 2025</b></p> <p>Committee members discussed donations for Christmas 2025. Committee had previously agreed not to donate to organisations this year due the donation towards a community defibrillator position outside Gardeen's office earlier in the year. Committee members declared an interest in the Christmas prize draw discussions and agreed to a single person's raffle where 14 single persons households will receive £25 each picked by a draw.</p>	Committee declared interests, discussed and approved Christmas donations for 2025.
10.	<p><b>Correspondence</b></p> <p>10.1 Empty Homes Team Correspondence</p> <p>10.2 Energy Redress Report Q3</p>	Committee agreed to request more information about one of the three properties as there was not enough detail.
11.	<p><b>Health and Safety Update</b></p> <p>Health and safety training for the Committee is ongoing. Training courses encouraged for all staff and committee and health and safety online training available through Virtual College.</p>	Noted
12.	<p><b>Newsletter and Social Media</b></p> <p>The Autumn Newsletter is on the website and social media. The Winter newsletter is being worked on and will be available before the Christmas break. Social media monitored and updated.</p>	Noted
13.	<p><b>Membership Applications</b></p> <p>No new applications.</p>	Noted
14.	<p><b>Training Feedback</b></p> <p>Committee discussed the training on the Equality and Human Rights and agreed to continue to organise training sessions.</p>	Committee discussed the training.
15.	<p><b>EHRA Update - HM and Maintenance Meetings Combined</b></p> <p>Committee noted housing managers and maintenance staff meetings were now combined into one meeting.</p>	Noted
16.	<p><b>EVH Monthly Reports: November 2025</b></p> <p>This was noted by Committee.</p>	Noted
17.	<p><b>GWSF Report: November 2025</b></p> <p>This was noted by Committee.</p>	Noted

18.	<b>AOCB – Christmas Lunch 2025 – Secret Santa</b> Committee agreed arrangements for the Christmas lunch on 10 December 2025.	Committee discussed arrangements for the Christmas lunch.
19.	<b>Review of Meeting</b> Committee were satisfied that there was sufficient time to discuss the reports and make decisions.	Committee were satisfied with the discussion time available.
20.	<b>Action Notes to 6 November 2025</b> The meeting closed at 8.20pm.	Noted
21.	<b>Date and Time of Next Meeting:</b>  Special Management Meeting: Policies  Management Meeting	  <b>22 January 2026</b>  <b>5 February 2026</b>

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

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