

SPIRE VIEW HOUSING ASSOCIATION LTD
MINUTE OF HYBRID MANAGEMENT COMMITTEE MEETING
HELD ON TUESDAY 23rd SEPTEMBER 2025 AT 5.30PM IN THE OFFICE AT
43 THARSIS STREET / VIA ZOOM

PRESENT:	CHARLIE LUNN	CHAIRPERSON
	MAUREEN FLYNN	VICE CHAIRPERSON (ZOOM)
	ALAN BROWN	TREASURER
	CLARE O'DONNELL	SECRETARY
	DREW COLLIER	COMMITTEE MEMBER
	ROSEMARY GALLAGHER	COMMITTEE MEMBER
	ALAN SHUTE	COMMITTEE MEMBER
	MARY GIBSON	COMMITTEE MEMBER
	ELIZABETH WEDLOCK	COMMITTEE MEMBER

IN ATTENDANCE:	FIONA MURPHY	CHIEF EXECUTIVE OFFICER
	MARGARET BROWNLIE	DEPUTE CHIEF EXECUTIVE OFFICER
	GILLIAN SPENCE	CORPORATE GOVERNANCE MANAGER
	EMILY MUIR	CORPORATE SERVICES ASSISTANT
	JOHN MULHOLLAND	MULHOLLAND HOUSING CONSULTANCY

(Until Item 7)

1.0 APOLOGIES, INTRODUCTIONS AND WELCOME

1.1 Apologies

CRAIG ALLAN	COMMITTEE MEMBER
GERALDINE McLAUGHLIN	COMMITTEE MEMBER
OSMAN LAMIN SIDIQUE	COMMITTEE MEMBER
RACHEL COOPER	COMMITTEE MEMBER

2.0 ELECTION OF OFFICE BEARERS

Committee agreed that the CEO would progress the meeting until the election of office bearers concluded. The CEO thanked all Committee present for completing and returning the Code of Conduct for Governing BodyMembers. She advised that those members not present would also be required to sign the COC before participating in the next meeting. Committee noted that the meeting programme for 2025/2026.

Office Bearers were then duly elected to office as follows:

CHAIRPERSON

Alan Brown nominated Charlie Lunn for the position of Chairperson.
Seconded by Alan Shute
There were no other nominations. Charlie accepted the position.

VICE CHAIRPERSON

Mary Gibson nominated Maureen Flynn for the position of Vice Chairperson.
Seconded by Charlie Lunn.
There were no other nominations. Maureen accepted the position.

SECRETARY

Mary Gibson nominated Clare O'Donnell for the position of Secretary.
Seconded by Alan Brown.
There were no other nominations. Clare accepted the position.

TREASURER

Mary Gibson nominated Alan Brown for the position of Treasurer.
Seconded by Charlie Lunn

There were no other nominations. Alan accepted the position.

At this point, Charlie took on his elected position as Chairperson.

2.1 Authorised Signatories

Committee agreed that the authorised signatories for the coming year would be the CEO, Charlie Lunn, Alan Brown and Maureen Flynn. This remains unchanged from last year.

3.0 MINUTES OF PREVIOUS MEETING

3.1 Minute of Management Committee Meeting 26th August 2025

The Minute of the Management Committee meeting held on 26th August 2025 was approved by Committee.

3.2 Confidential Minute of Management Committee Meeting 26th August 2025

The Confidential Minute of Management Committee Meeting 26th August 2025 was approved by Committee.

4.0 MATTERS ARISING (Including Actions Tracker)

Committee noted that there was one open item contained within the actions tracker.

Item 9.3 Damp and Mould Policy – Newsletter article on window safety catch to be drafted and published. The DCEO advised that although this is not a legal requirement, it is good practice and an article will be included in the October newsletter.

All other matters were closed.

5.0 DECLARATION OF INTEREST

There were no declarations of interest.

6.0 GOVERNANCE REVIEW

John Mulholland gave a presentation to committee of the Governance Review for Spire View which included the governance framework, findings on strategy and leadership, findings on delivery and execution and findings on scrutiny and oversight. John advised that he was currently reviewing the associations supporting documentation and would provide further feedback at this year's Business Planning Event in November 2025.

John advised that he would provide conclusions and recommendations once he has tested against the governing standards, charter outcomes and legislation which will form an action plan, and this can be used to help develop our Business Plan.

John Mulholland left the meeting at 5.50pm.

7.0 HEALTH AND SAFETY REPORT

Committee noted the content of the report and the position in relation to the action plan (copies available on request). Committee Members present signed to acknowledge the Policy Statement and their roles and responsibilities in relation to Health and Safety at work and Landlord Safety.

A Health & Safety walkaround was carried out prior to the meeting with no issues noted.

8.0 CEO / CORPORATE GOVERNANCE REPORTS

8.1 Self-Assessment and Annual Assurance Statement

Committee noted the content of the interim report and noted the evidence bank documentation that was issued separately and in advance of the meeting. Committee noted that John Mulholland has access to the association's evidence bank and will prepare a report for the October meeting with his findings. This will allow the association to demonstrate compliance with the Scottish Housing Regulator's Regulatory Standards.

A Committee Member asked the CEO if there was anything in the evidence bank that she would like to draw Committees attention too. The CEO advised that the collation process is managed by the Corporate Governance Manager and she has no concerns at this time. Furthermore, the documentation contained in the evidence bank has been circulated to Committee at some point under separate cover.

The CEO went on to advise that the Scottish Housing Regulator are keen to have Committee involved in this process and consideration should be given to setting up a working group for committee to look more in depth at each standard.

8.2 Roystonhill Community Hub – Business Plan

Committee approved the draft Business Plan for Roystonhill Community Hub. This new document has been prepared to support staff in the delivery of services and the securing of funds.

A Committee Member advised that they see a ramp being fitted at the Hub and asked if funding had been received for these works. The CEO advised that funding was sought but not found therefore works were commenced and covered from the general maintenance budget.

8.3 Membership Report

Committee approved 2 new membership applications and the use of the seal. Committee also noted the movement in the membership register to date.

8.4 Annual Business Planning Event

Committee noted the content of the report and the details of the upcoming Business Planning Event.

8.5 Committee Recruitment

Committee considered the Committee Member application. The Chairperson and 3 Committee Members volunteered to form a recruitment panel. The Corporate Governance Manager advised that she would check the prospective Committee Member's availability and confirm the date of the meeting asap.

8.6 Volunteer Co-ordinator's Post – Confidential Report

Committee noted the content of the report (copy available) and approved the recommendation. The CEO advised that The Lottery would like to come along to the hub on 25th September to meet and discuss our project / funding application in more detail.

9.0 DCEO / MAINTENANCE / DEVELOPMENT REPORTS

9.1 Planned/Cyclical Maintenance Report

Window Replacement Contract

Committee noted the content of the report and approved the recommendation listed below:

- (i) To note the position in relation to the Velux window replacement and approved the removal from the contract at this time.

A committee member asked if it would cost a lot more to replace out with contract. DCEO advised scaffolding will be in place so additional cost would be similar if it were to be progressed under the current contract

Grounds Maintenance

DCEO advised she is having regular meetings with the contractor to ensure improvements on works carried out.

9.2 Insurance Report – Renewal Premiums

Committee noted the content of report (copy available) and approved the recommendations outlined below:

- (i) It is recommended that Committee approve the payment of the broker fee in the sum of £5,935 for services provided.

- (ii) It is recommended that Committee note and approve the premiums outlined and instruct the Finance Manager to advise our Broker to proceed with renewal.

9.3 Stock Condition Report and Revised Investment Plan

Committee approved the revised Investment Plan with the proviso that any changes required to cost restrictions are re-presented to Committee in November at the same time as the draft budget and financial projections.

9.4 Supplier Performance Issue

Committee noted the content of the report (copy available) Following discussion Committee approved the termination of the supplier. A Committee Member asked if we would be able to replace this contractor. The DCEO advised that we have other contractors that are able to undertake any works that this company previously carried out.

10.0 POLICY REVIEW

10.1 Rechargeable Repairs Policy

Committee approved the adoption and implementation of the revised Rechargeable Repairs Policy. .

11.0 AOCB

11.1 Close Cleaning/Window Cleaning

A committee member provided an update on the close cleaning contract and expressed satisfaction that the issue with windows not being cleaned has been resolved and has thanked staff.

11.2 Online Repair Reporting

A committee member asked about a possibility of tenants reporting repairs digitally. The CEO advised we are currently in the process of launching our digital portal where tenants can raise reports and upload photos. This will be live on the 1st October and will tie in with our Transfer of Engagements promises to former Copperworks tenants.

12.0 DATE & TIME of NEXT MEETING

The next hybrid Management Committee meeting will take place on Tuesday 28th October 2025 at 5.30pm in the office at 43 Tharsis Street / via zoom.

Meeting closed at 6.30pm

Minute taken by Emily Muir

I certify that the above minute has been approved as a true and accurate reflection of the proceedings.

Signed (Chair)

Date
