Willowacre Trust Board
Hybrid Meeting via Microsoft Teams and Camlachie Boardroom
Minutes
Tuesday 17th February 2026

Present (In Person): Michael Gillespie, Robert Campbell **Present (Online): Chris Milborrow (Chair), Scott Aitken, Shayron Young** **In Attendance (In Person): Simon Fitzpatrick (CEO), Valerie Wilson (Director of Finance), Alistair Reid (Corporate Services Manager), Linda Allan (Community Services Manager), Laura Stewart (Finance Business Partner), Susan Speirs (Senior Corporate Services Assistant)**	
Apologies Ralph Bennett-Richards, Angela Devine, Lauren Grant	
Disclosure of Interests Robert Campbell declared an interest in West of Scotland Housing Association.	
1. Approval of Minutes The minutes of the previous meeting of 18th November 2025 were approved as a true and accurate record. They were proposed by Scott Aitken and seconded by Michael Gillespie.	**Approved**
2. Matters Arising The Board noted the matters arising.	**Noted**
3. Willowacre Trust Business Plan 2026-28 The CEO gave a presentation on the WT Business Plan. He outlined the achievements from the previous Business Plan £1,250,169 of funding has been received over 2024-2026 compared with £849,576 in the previous plan. He also outlined the review process and what has changed from the last Business Plan. There are 18 actions associated with the KBOs and the Board will be updated quarterly on progress. A meeting will be held with TAG on the 19th February to go over the Business Plan with them.	

Robert Campbell advised that the increase in spending reflects how well WT is doing and the phenomenal amount of work that is being done by the team. The CEO advised that the WT Business Plan for 2026-2028 will be approved by the WSHA Board at their meeting on 25th March. The Board approved the Business Plan for 2026-2028.	**Approved**
4. Willowacre Trust Draft Budget 2026-27 The Director of Finance presented this report. She advised that the new Finance Business Partner had prepared this paper. The Director of Finance advised that the draft budget shows a small surplus of £324 for the year to 31 March 2027. She advised that the total income is up from the previous year by £135k to £1,037k and the total expenditure has increased by the same level. She advised that there is little risk to the ongoing stability of WT. The Board approved the draft budget as the final budget for the year to 31 March 2027. It was agreed that Item 7 Cost of Living Uplift should be discussed at this point in the agenda as it relates to the budget.	**Approved**
7. Cost of Living Uplift The CEO advised that the report explained that the proposed increase of 5.1% for WT employees is consistent with all other employees of West of Scotland Housing Association. It is a values based decision. The uplift is affordable and will be reviewed annually. Michael Gillespie asked if there was any union engagement with regard to this. The CEO advised that the wage increase is decided by EVH and Unite the union for WSHA as a member of EVH. There is no collective bargaining for WT but it has previously sought to align with WSHA. The Director of Housing & Community Services highlighted that Board do not need to agree to the same increase as WSHA but that they had previously agreed to try and match the uplift each year if it is affordable. The budget paper demonstrates that it is affordable.	

The Board approved the recommendation to approve the cost of salary uplift of 5.1% and remain consistent with the wider WSHA Group.	**Approved**
5. Risk Management Report The CEO presented this report. The report provides the Board with an update on the strategic risk register. With regard to "Fail to embed the organisation's culture, vision and values" it is proposed that the risk score for this is reduced from possible likelihood to unlikely due to the implementation of the new staff structure. Chris Milborrow commented that it was good to see the risks moving. He asked if we have a view on whether this is likely to continue for growth. The CEO responded that we have an appetite for growth for the whole group. He advised that a risk appetite session could be held prior to a board meeting to discuss this further. The Board will be advised when this will take place. Michael Gillespie asked if there was a governance manual. The Senior Corporate Services Assistant advised that there was one. This will be circulated to all Board members. The Board noted the contents of this report and approved the proposed change in risk score.	` **Action** **Action** **Noted & Approved**
6. Governance Report The CEO presented this report. He advised that there are three governance documents that are due for review this month and that the report provides details of the reviews and the proposed changes to the documents. The Board noted the contents of the report and approved the proposed changes to the governance documents.	**Noted & Approved**
8. WSHA Update Report The Director of Housing & Community Services presented this report which gives an update on the key WSHA activities. The Board noted the contents of this report.	**Noted**

9. Management Accounts The Director of Finance presented the management accounts for WT for the nine months to 31st December 2025. She advised that the accounts show a small surplus of £9.1k which is £683 below budget. It is expected that there will be a surplus of £531 at the end of the year. Both income and expenditure are above budget. The cash at the end of December was £337k which is down from £422.7k at the start of the year. The Trust continues to have sufficient cash to conduct its activities. The Board noted the management accounts for the nine month period up to 31st December 2025.	**Noted**
10. Operational Report The Community Services Manager presented this report. She updated the Board on the various staffing positions that had been filled. The handyperson service continues to grow and a total of 115 jobs were completed from October to December. 27 starter packs have been delivered which is 7 more than our entire annual target. 60 new referrals for food parcels were received in the quarter with a further nine returning for additional support within this period as well. The Community Services Manager outlined the various activities that had taken place in the different areas over this period. The Community Services Manager advised that two expressions of interest had been received for the café within the community centre and it is hoped that someone will be in place by 1st April. The Board will be kept advised of developments. Chris Milborrow commented that the section is more stable now. The Director of Housing & Community Services advised that there is a different feel in the team now and it is very positive. Chris Milborrow asked if there is anything that the Board can do to consolidate the good feeling in the team.	**Action**

The Community Services Manager advised that the team are keen to meet the Board to get to know them. This could be arranged prior to one of the Board meetings. The Board noted the contents of this report.	**Action** **Noted**
11. Development Report The Community Services Manager presented this report. She advised that a funding application had been made to GCC Lets Grow Together Project to increase the food growing capacity of the community garden. The Board will be updated on this application. A visit had been received from Tom Arthur, Minister for Social Care & Mental Wellbeing at the Community Flat in Cowlairs in December. Our application to Glasgow Communities Fund had been successful and we have received funding which will be split over the next three years. The Board noted the rest of this report.	**Action** **Noted**
AOCB The CEO advised that the Westscot Living Board now had a new Chair and Vice-Chair.	
Review of Meeting It was a very positive meeting. The meeting ended at 17.35pm	
Date of Next Meeting The date of the next meeting will be Tuesday 19th May 2026	