

**Willowacre Trust Board**  
**Hybrid Meeting via Microsoft Teams and Camlachie Boardroom**  
**Minutes**  
**Tuesday 18<sup>th</sup> February 2025**

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| <p><b>Present (In Person):</b> Angela Devine (Chair), Robert Campbell</p> <p><b>Present (Online):</b> Scott Aitken, Chris Milborrow</p> <p><b>In Attendance (In Person):</b> Valerie Wilson (Director of Finance), Karen Shaw (Director of Development &amp; Asset Management), Susan Speirs (Senior Corporate Services Assistant) Linda Allan, (Community &amp; Support Services Manager)</p> <p><b>In Attendance (Online):</b> Brian Gannon (CEO), Jennifer Cairns (Director of Corporate Services)</p>  |                 |
| <p><b>Apologies</b></p> <p>Apologies were received from Lauren Grant, Shayron Young.</p>   |                 |
| <p><b>Disclosure of Interests</b></p> <p>Robert Campbell declared an interest in West of Scotland Housing Association.</p>   |                 |
| <p><b>1. Approval of Minutes</b></p> <p>The minutes of the previous meeting of 19<sup>th</sup> November 2024 were approved as a true and accurate record. They were proposed by Robert Campbell and seconded by Scott Aitken.</p>  | <b>Approved</b> |
| <p><b>2. Matters Arising</b></p> <p>The Board noted there were no matters arising.</p>   | <b>Noted</b>    |
| <p><b>3. Budget 2025/2026</b></p> <p>The Director of Finance presented the budget for 2025/2026.</p> <p>The Director of Finance advised that there is a small surplus of £531. The income is up from the previous year by £72,000. Expenditure has also increased by £72,000. There is also an increased ask from WSHA due to the rise in NI contributions.</p> <p>The Director of Finance also advised that we have only budgeted for grants that are guaranteed at the moment.</p> <p>Angela Devine asked if we adjust the budget throughout the year.</p> <p>The Director of Finance advised that the budget is reviewed part way through the year.</p> |                 |

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| <p>Chris Milborrow asked if there is any value in having a best case view.</p> <p>The Director of Finance advised that this would not change the surplus projected as most grants are for additional services rather than overheads and would therefore increase expenditure in line with income.</p> <p>The Board approved the draft budget as the final budget for the year to 31 March 2026.</p>  | <p><b>Approved</b></p>             |
| <p><b>4. Review of Memorandum &amp; Articles</b></p> <p>The Director of Corporate Services presented this report.</p> <p>She advised that each year we have to submit an annual report to OSCR for WT and one of the stipulations is to let them know when the constitution was last reviewed.</p> <p>WT's constitution was last reviewed in June 2020 and after submitting the annual return this year OSCR have asked if the constitution is still relevant and fit for purpose.</p> <p>The Director of Corporate Services contacted TC Young to ask if we required to do a full review of the Articles. TC Young advised that they meet the legal requirements and any update required would only be if WT had changed its purpose or how it operates. She informed the Board that there has been no change to the purpose and objectives of WT or how it operates at a governance level.</p> <p>Angela Devine asked if we were happy with the Articles around the position of the quorum which is currently 3. The Director of Corporate Services advised that 3 is sufficient at present.</p> <p>Robert Campbell asked how many members are currently on the Board.</p> <p>The Director of Corporate Services advised that there are seven members on the Board at present but would be looking to recruit a further two members.</p> <p>The Board noted the contents of the report and agreed that the Memorandum and Articles remain fit for purpose.</p> | <p><b>Noted &amp; Approved</b></p> |
| <p><b>5. Review of Community Hub Lease</b></p> <p>The Director of Housing &amp; Community Services presented this report.</p> <p>He informed the Board that a report commissioned in 2021 advised that, although the BCC is in a relatively good condition,</p>  |                                    |

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| <p>the report recommended that £1.9 million should be spent on improvements to the building.</p> <p>The Director of Housing &amp; Community Services advised that WT is unable to afford this level of investment as it only has a very small budget for day-to-day repairs. It is proposed that the current lease be varied so that the maintenance of the building reverts back to WSHA. This would allow for further investment into the building which could help with the utility costs which are currently about £90,000 per annum and also improve the physical appearance of the building.</p> <p>If the Board approve the variation to the lease, then this will then go to the WSHA Board for approval and then the Chairs of each Board will sign the variation of the lease.</p> <p>The Board noted the contents of the lease and approved the variation of the lease which moves responsibility for maintenance of the BCC from WT to WSHA.</p> | <p><b>Noted &amp; Approved</b></p> |
| <p><b>6. Community &amp; Support Services Review Update</b></p> <p>The Director of Housing &amp; Community Support Services presented this report.</p> <p>He advised that this report provides an update on the review of the Community &amp; Support Services Team.</p> <p>Meetings were held with members of the CSST whose roles were affected by the proposed changes. Three staff have accepted the changes and one member of staff has still to decide.</p> <p>Recruitment has started for the new posts which have been created within the new structure. An action plan was drawn up and a working group has been set up to progress the actions in this.</p> <p>A go live date of 1 April 2025 is proposed but this will depend on how the recruitment progresses.</p> <p>The Board noted the contents of this report.</p>  | <p><b>Noted</b></p>                |
| <p><b>7. WSHA Update Report</b></p> <p>The Director of Housing &amp; Community Services presented this report which provides the Board with an update on key WSHA activities.</p> <p>Angela Devine commented that the mission statement is concise and in plain language.</p>  |                                    |

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| The Board noted the contents of this report.   | <b>Noted</b> |
| <p><b>8. WT Business Plan Update</b></p> <p>The Director of Housing &amp; Community Services presented this report which provides an update on the progress of the actions within the Business Plan.</p> <p>He advised that 31% of the actions in the plan have been completed and there are no actions which have not commenced. He also advised that some actions may not complete by the end of the Business Plan period e.g. Telecare – as the technology is not available at present.</p> <p>A further update will be given at the next meeting.</p> <p>The Board noted the contents of this report.</p>  | <b>Noted</b> |
| <p><b>9. Operational Report</b></p> <p>The Community &amp; Support Services Manager presented this report which provides an update on the work that has taken place in the period October – December 2024.</p> <p>Recruitment is currently underway for a community hub assistant, one full time and one part time community workers for BCC.</p> <p>The two social work students have now completed their placements with us.</p> <p>Work has also been undertaken on the Octopus energy fund project which identifies tenants who require additional support and then processes their applications so that they receive an additional £150 towards their energy bills. £20,000 funding has been awarded which allowed us to help 134 households.</p> <p>The handyperson services continues to be very popular and we received 62 new referrals in the period October – December 2024.</p> <p>A total of 82 starter packs have now been issued throughout the year as we received additional funding for this.</p> <p>53 new referrals for food parcels were received in the three months period and the majority of these referrals appears to be coming from one adult households.</p> <p>Chris Milborrow commented that the volume of work undertaken by the team is impressive and also the breadth of support which is</p> |              |

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| <p>given over the various age ranges and also the referrals to other agencies.</p> <p>Angela Devine commented that the handyperson service must reduce isolation and loneliness amongst tenants and she was really proud of the service.</p> <p>Chris Milborrow asked if data could be provided on tenancy sustainment around the activities.</p> <p>The Board noted the contents of this report.</p>   | <p><b>Action</b></p> <p><b>Noted</b></p> |
| <p><b>10. Development Report</b></p> <p>The Community &amp; Support Services Manager presented this report which provides an update on current and ongoing development work.</p> <p>Funding has been received to run a 10 week introduction to gardening course to help encourage volunteers to come along and take part in the community garden.</p> <p>The designs for the refurbishment of the downstairs of the Charing Cross hub are almost complete and further updates will be provided on this.</p> <p>The Cowlairs Community flat has been decorated and an official opening day is being planned.</p> <p>The Board noted the rest of the report.</p>  | <p><b>Noted</b></p>                      |
| <p><b>11. Risk Management Report</b></p> <p>The Director of Corporate Services presented this report which provides an update on the strategic risk register.</p> <p>With regard to “unable to manage our financial position” this risk is still a high level.</p> <p>There is no change to the risk scores for “fail to build on, maintain the confidence, satisfaction and trust of our tenants and communities” and “fail to identify or maximise opportunities, partnership and collaboration”.</p> <p>With regard to “fail to have effective governance arrangements in place” we will be looking to recruit two new board members who hopefully will be in place in time for the May meeting. There is no proposed change to this risk score.</p> <p>An Annual HR report will be provided at the May meeting which will provide details of staff absence and turnover levels.</p> | <p><b>Action</b></p>                     |

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| <p>The Director of Corporate Services advised that there are no high level operational risks to report to the Board at this time.</p> <p>The Board noted the contents of this report.</p>   | <b>Noted</b> |
| <p><b>12. Management Accounts</b></p> <p>The Director of Finance presented the management accounts.</p> <p>She advised that there is a small surplus of £2,000 which is below what was budgeted for.</p> <p>The Board noted the management accounts for the nine month period up to 31 December 2024.</p> | <b>Noted</b> |
| <p><b>AOCB</b></p> <p>The CEO advised the Board that Elaine Davidson was now in a hospice.</p> <p>Chris Milborrow asked if there was anything that we could do to recognise the contribution that Elaine had made over the years. The CEO advised that he would think about this.</p>                     |              |
| <p><b>Review of Meeting</b></p> <p>It was agreed that the meeting had gone well.</p> <p>The sound online appeared to be fine for the meeting after the initial problems at the beginning.</p> <p>The meeting ended at 17.15 pm.</p>   |              |
| <p><b>Date of Next Meeting</b></p> <p>The date of the next meeting will be Tuesday 20<sup>th</sup> May 2025</p>   |              |