

**Minutes of West Whitlawburn Housing Co-operative
Management Committee Meeting of
7th September 2026 following AGM
Held in WWHC offices**

In attendance:

WWHC Committee:

S Anderson (SA)	A Duffin (AD)	P Dickson (PD)
M Alcorn (MA)	L Patrick (LP)	J Sankus (JS)

WWHC Staff:

G Clayton – Director (Dir)
N Carrigan – Head of Housing Services (HHS)
R Hosie – Corporate Services Officer (CSO)

Meeting is quorate.

1. Apologies

J Williams, D Murphy

2. Election of Office Bearers

SA stepped down as Chairperson following the AGM in accordance with the Rules. The Dir chaired the election of the new Chairperson.

Chairperson – Susan Anderson

Proposed by MA and Seconded by PD.

There were no further nominees, and SA was duly elected as Chairperson.

SA resumed the meeting as Chairperson and presided over the election of the remaining Office Bearers.

Vice Chairperson – Doug Murphy

Proposed by AD and Seconded by LP.

There were no further nominees, and DM was duly elected as Vice Chairperson.

Secretary – Andy Duffin

Proposed by SA and Seconded by MA.

There were no further nominees, and AD was duly elected as Secretary.

3. Appointment of Co-options

The Dir confirmed that following stand downs at the AGM, the following are eligible to be re-appointed as Co-optees:

C Patrick, and J Williams

Committee approved the re-appointment of C Patrick and J Williams. The decision was proposed by JS and seconded by LP.

4. Any Other Competent Business
Annual Returns / Declarations

The CSO reminded Committee that annual returns are now due following the AGM and provided the relevant paperwork to those present for completion.

The CSO confirmed a memo has been given to all members regarding their declaration of interest, to review and confirm their previous submission.

The CSO confirmed that members not present will receive their documents via post.

Meeting closed 8.15pm.