

**Coin Street Secondary Housing Co-operative**

**Minutes of Cross Co-operative Arrangements Review Meeting – Wednesday 13 August 2025**

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**Present**

Caroline Bryant	Iroko Housing Co-operative (Meeting Chair)
Angela Harris	Redwood Housing Co-operative MC Member (via Zoom)
Paul Field	Palm Housing Co-operative MC Member
Carol Thom	Palm Housing Co-operative
Mark Bailey	Redwood Housing Co-operative MC Member
Tom Keller	Palm Housing Co-operative – Chair (via Zoom)
Dearbhla Molloy	Iroko Housing Co-operative
Robert Lindsay	Redwood Housing Co-operative MC Member (via Zoom)
Richard Mallett	Iroko Housing Co-operative MC Member
David Hopkins	Coin Street Director of Community
Marie Kapszewicz	Coin Street Housing Lead
Cait Saunders	Coin Street Head of External Relations
Paul Kelly	Coin Street Facilitators/Project Manager Consultant
Nic Bliss	Coin Street Facilitators/Project Manager Consultant – Implementation Phase
Simon Basey	Coin Street Facilitators/Project Manager Implementation Phase (minutes)

**Apologies**

Clare Solomon	Redwood Housing Co-operative – Chair
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**Circulation**

Alison Robert	Redwood Housing Co-operative MC Member
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**1. Welcome and Declarations of Interest**

No declarations of interest. Apologies were received from Clare Solomon

**2. Minutes and Actions Arising**

There was one amendment requested of the minutes to note that Richard Mallett is a Member of the Iroko MC. **Minutes were then unanimously agreed.**

SB confirmed that all actions noted at the previous meeting had been progressed. MK commented that she still needed to update the ToR from some meetings ago. She confirmed she would do this.

The Chair raised one matter not on the agenda for discussion. It was noted that due to the Shadow MC not yet all being nominated it would be tricky to commence training sessions on September 11. Some CSS board members are also unable to make this date. Approval was requested to delay

the first training session by two dates to commence in October. This should maximise attendance. This was approved.

Actions: a) SB to send out revised dates for training with the minutes email

### 3. Proposed MC Rules and Committee Terms of Reference

These were introduced by Nic Bliss (NB). No comments had been received prior to the meeting.

Dearbhla Molloy (DM) queried paragraph 17 of the rules regarding the eviction process. She was uncomfortable with the public process to make one member answerable to a whole GM without the benefit of an advocate and asked if this could be reconsidered.

Robert Lindsay (RL) agreed and commented also on this paragraph, indicating he was uncomfortable with the description of member behaviour 'potentially' being detrimental to the interests of the Co-op. He proposed that the word potentially should be removed as he believed this wording was too wide. NB explained that the rules are the basic outline of how the co-op would operate, while the more specific procedures would be included in the policy documents, which are still to be written. He clarified that before anything would come to a public meeting there would have been a full complaints procedure already, with the form of this corresponding to the issue at hand.

Marie Kapszewicz agreed and shared that the General Meeting would be the final stage in the process and discussion of the issues would have happened at an earlier stage. DM and RL commented however that as the rules were the most important document for the Co-op time should be taken to ensure they are considered properly and dealt effectively with the challenges raised.

It was agreed that NB, DM and RL would discuss the wording of Para 17 after the meeting. It was asked that the CCAR agree to permit them to decide on the revised wording and this would then be included in the rules. This delegation moved to a vote and was approved by **majority vote in favour**.

NB asked to CCAR to consider one of the amendments suggested to him through legal review. The suggestion was an additional requirement in the quorum rules for the MC that at least one Independent MC member and one Resident MC member be present at any MC meeting for it to be considered quorate. This suggestion was supported by members and was **approved unanimously**.

Discussion moved on to the Committee Terms of Reference (ToR). Richard Mallett (RM) queried why the initial Governance Review Committee (GRC) was selected by the CSS Board, particularly as it was likely to be constituted by some previous CSS Board members. NB agreed and proposed removing the clause in question (Clause 5). Since the GRC is not needed until after the Co-op is established then the usual recruitment procedure in Clause 6 could be used to recruit the initial GRC.

The Chair proposed this solution be put to a vote. This was **unanimously approved**.

DM asked for some explanation around the Elections Committee relationship to the MC and whether there was any circularity. SB agreed to discuss with her outside the meeting.

Noting the changes agreed the CCAR then moved to a vote on the Rules and ToRs. This was proposed by RL and seconded by MB. **These were approved by a majority.**

Actions:

- b) NB to convene a sub-group with DM and RL to agree Rules wording for Para 17
- c) NB to amend MC quorum rules as per vote
- d) NB to update GRC ToR removing Clause 5 and adjusting wording of Clause 6 accordingly
- e) SB to include in minutes pack an explanation of the purpose of the GRC (see Appendix 1 below)
- f) SB to speak to DM regarding Elections Committee relationship to MC

#### 4. Decision timeline and Participation

SB introduced the due diligence process and the timelines that was shared. The Due Diligence process is part of the legal requirements ahead of the Transfer of Engagements from the existing co-ops to the combined co-op, requiring the existing co-ops to re-assure themselves about the other co-operatives before agreeing to join with them. This will be led by the current Co-op MC Chairs but was being notified to the CCAR so they were informed as to what was happening.

The Chair commented that the timeline of decisions was very much about committee decisions and not how we bring people with us on this journey. SB agreed – the timeline was put together in response to a request from Iroko Co-op Chair to understand what decisions needed to be taken when, and by whom. However, he agreed that this starting point could be expanded to be a broader document also tying in with the project Paul Kelly is running to engage people in the future.

DM then introduced the paper she had written. She articulated her feeling that non-participation was all about not understanding the collective story. She posed the question as to how we address this and ignite the dreams/ambitions/possibilities/vision for the future that the co-op could have. She identified that Paul was coming back into the co-ops now to have conversations, not just a tick box exercise.

Paul Kelly gave an update on his work on the project so far and the plan for the next few weeks:

- The first priority is talking to people – not giving out surveys
- He will be seeking to find out information about demographics, the household, skills and experiences, checking how connected people are to Coin Street
- A key talking point will be asking people if they understand what a Co-op is and if they want to stay part of the co-op
- To enable this project all Co-ops are sending out an email. He will be door-knocking but also allowing people to book appointments in advance with him. There is a focus on reaching out to people who are not currently involved

The feedback so far is that there have many deep conversations and already identified some session he plans to run alongside the conversations including: young people who are not members, older people living in Co-ops, family session in the garden at Iroko, session with Coin Street Neighbourhood Centre to develop the connections. The plan is to gather and capture momentum to work on the culture.

Next steps are to stitch together the decision timeline with the community vision. The aim will be to lay out a pathway for 3 years. The Chair asked that Paul try to set out some key markers around this and encouraged the CCAR members to contribute to these.

Actions: g) SB/PK to work on expanding the decision timeline to include community vision projects and workstreams  
h) ALL to encourage Co-op neighbours to speak to Paul!

## 5. Co-op Engagement Project Update

This was covered in the previous agenda point and so we moved onto item 6.

## 6. Communications Update

Cait confirmed that the BBQ is going ahead, and the member volunteers are now engaged in organising this. PK will also be involved. She noted that it will take place on Saturday, September 6 between 12-4pm, there will also be an Arts Festival at Gabriel's Wharf at the same time. She is currently planning the messages for the day and is working with the MC Chairs on this. One key element is that the new Co-op name will be announced.

She referenced checking the communications and collaborating with the Co-ops to ensure they are co-ordinated and not too overwhelming. She noted that in a previous co-op discussion meeting there was interest for members to learn more about policies and suggested that some sessions be held in parallel to the participation project to keep members updated on decisions being made at CCAR.

Tom Keller (TK) commented that the BBQ date is the same date as the Palm General Meeting. CS and TK agreed to work together to mesh them together and encourage Palm members to attend the BBQ. The Palm Meeting is scheduled for 1030-1200.

Some discussion was held about the proposed Remuneration communication paper which was requested at the last CCAR meeting. The Chair gave some feedback that the tone needed to be made more inclusive – written from the Co-op perspective and not being done to them. She also suggested that some information be added to make the time commitment expected clearer. DM agreed with these points. It was suggested to add a photo of PK. SB agreed to take this away to make the changes requested and then it could be shared by the Co-ops to assist with finalising the nominees to the Shadow MC.

Actions: j) SB to complete amendments requested on the remuneration paper and reshare with CCAR/Chairs

## 7. AOB / Meetings

There was no AOB. The dates for the next meeting were noted.  
Next meetings: September 3 / September 17 / October 8