

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2021-2022

- MEETING:** Management Committee
- VENUE:** Lochfield Park Housing Association Offices
- DATE:** 22nd February 2022
- TIME:** 10.30 am
- PRESENT:**
- | | | |
|------------------|---|------------------|
| Steven Gallacher | - | Chairperson |
| Moira Gilfillan | - | Treasurer |
| Marie Quinn | - | Secretary |
| Hannah McDonald | - | Committee Member |
| Joan Buchanan | - | Committee Member |
| Audrey Gilfillan | - | Committee Member |
| Helen Black | - | Committee Member |
| Kate Serries | - | Committee Member |
| Jade McCulloch | - | Committee Member |
- IN ATTENDANCE:**
- | | | |
|----------------|---|-----------------|
| Kenny Halliday | - | Director |
| Liz McEachran | - | Depute Director |
| Liz Cumming | - | Office Manager |
- APOLOGIES:**
- | | | |
|-----------------|---|------------------|
| Ann Whitley | - | Vice-chairperson |
| Michelle Lavery | - | Committee Member |
- NEXT MEETING:** 29th March 2022

1. **Apologies**
Apologies for absence were as noted above.
2. **Declaration of Interest**
There were no declarations of interest.
3. **Matters for A.O.C.B.**
There were 3 matters for a.o.c.b.
4. **Minutes of the Management Committee meeting of 25th January 2022**
Minutes of the Management Committee meeting of 25th January 2022 were distributed prior to the meeting. Acceptance of the minute was proposed by Marie Quinn, seconded by Audrey Gilfillan. Committee approved the Minutes.
5. **Matters Arising**
There were no matters arising from these minutes.
6. **Property Management Report to 31st January 2022**
The Depute Director presented the Property Management Report to 31st January 2022.

The following points were noted:
 - Non-technical arrears were 3.6% of net rent receivable. Committee noted that all tenants with missing payments had been contacted.

Committee noted that the Association had been awarded a government grant for tenants whose income was reduced or stopped as a result of the pandemic. It was noted that the Association were providing necessary proofs for Council consideration.
 - Technical Arrears decreased during the period.

All other sections of the Housing Management report were discussed and explained in detail.

The maintenance section of the Property Management Report was explained and noted by Committee.

 - It was noted that 3 insurance claims were still outstanding.
 - Committee noted that the last Stage 3 adaptation had now been completed and would be claimed from GCC.

All other sections of the Maintenance Report were discussed and explained in detail.

Proposed acceptance of the Property Management Report was made by Marie Quinn, seconded by Hannah McDonald and approved by the Committee.

7. Directors Report

7.1 Governance, Finance & Audit Issues

7.1.1 7.1.1 Quarterly Management Accounts to 31st December 2022

The Director went through the Quarterly Management Accounts to 31st December 2021 and highlighted the main areas for Committee. Committee were advised of any variances from budget and debtors and creditors.

Acceptance of the Quarterly Management Accounts was proposed by Hannah McDonald, seconded by Marie Quinn and approved by Committee

7.1.2 Notification to tenants – Annual Rent Increase 2022/23

Committee were advised that the 28 days' notice of rent increase were being sent out this week. It was also noted that the rent increase was 2.5% from 1st April 2022.

7.1.3 External Audit 2022

Committee noted that the external audit would commence on Monday 30th May 2022 and should last approximately 1 week.

7.2 Development Update

7.2.1 Brucefield Park Empty Homes

Committee noted the report on Brucefield Park Empty Homes. They noted that the 2 CPO's were still proceeding and are expected to conclude by the end of March 2022.

7.2.2 Strategy & Development funding Plan

Committee noted that a meeting has been arranged with Michelle Mundie, GCC Director of Housing Services to discuss GCC's Strategic Housing Plan. Committee would be informed of any progress at the meeting.

7.2.3 Phase 10 – Abbeycraig Road

Committee noted that the Contractors had submitted an "extension of time" request for 9 weeks, which has been accepted by the Architect.

Committee noted that the first 13 handovers were expected to be first week in March 2022 subject to the usual proviso that the date may change depending on weather and Covid19 etc.

The Director once again made the point of confirming the up to date position with the development.

- The allocation process was ongoing.
- Only 13 of the 84 house development had been offered and accepted.
- No keys had been received from the contractor yet and therefore no keys had been given to prospective tenants.

- The development is not expected to complete until sometime in June however this can be subject to change.
- The Director asked committee to ignore any gossip in the community about the allocation process and assured them that they as the governing body were receiving the correct up to date information and that the process was being conducted properly and in accordance with our policy and procedures as normal.

The Director advised that a site visit for Committee would be organised as soon as possible.

7.2.4 Phase 11 – Abbeygreen Street

Committee noted the report on Phase 11 and that the project was progressing well.

7.3 General Issues

7.3.1 Covid-19 restrictions

Committee noted the report on the contractors were still experiencing staff shortages due to covid.

7.3.2 Complaints

Ref: 010222 – Committee noted the Stage 2 complaint and noted that this was being investigated by the Depute Director.

Ref: 010122 – Committee noted that the formal complaint which had been received in January had now been resolved.

7.3.3 Staffing Issues

The Director advised that the closing date for the Assistant Housing Services Officer was Friday 25th March 2022. A Staffing-sub Committee meeting would be organised for week beginning 28th February 2022 to discuss the interview process.

change to March

7.3.4 Business Plan Review 2022

Committee noted that work had commenced on updating the Association's Business Plan and noted that it would be brought before Committee once complete.

7.3.5 EHRA

The Director explained that the EHRA Minutes would be included each month to enable the Committee to keep up to date with all that is happening in the Greater Easterhouse area.

8. Freedom of Information / Environmental Information

Committee were advised that there was one FOI request received which was being considered in accordance with regulation.

9. Notifiable Events

There were no notifiable events to record.

Minutes of Meeting

Action Date

10. **A.O.C.B.
G.W.S.F.**
Committee noted that a request to re-affiliate to the G.W.S.F. had been received. Proposed acceptance to re-affiliate was made by Jade McCulloch, seconded by Helen Black and approved by Committee.

*Office
Manager***Zurich Insurance Renewal 2022/23**

Committee noted the insurance renewal document for 2022/23 and proposed acceptance of the renewal was made by Marie Quinn, seconded by Hannah McDonald and approved by Committee.

*Office
Manager***BACS**

The Office Manager presented the BACs payment list for February 2022 for approval. Proposed acceptance by Hannah McDonald, seconded Marie Quinn and approved by Committee.

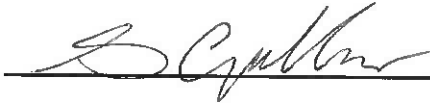
Cash for Kids

Committee were advised that the Association had been awarded monies from Cash for Kids to assist with the rising costs of fuel. This would be distributed to the qualifying tenants by vouchers.

11. **Date & Time of Next Meeting**

The next meeting of the Management Committee will be held on 29th March 2022. There being no further business the meeting closed at 12 noon.

Approved: _____


Date: 29-3-22