

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2021-2022

MEETING: Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 25th January 2022

TIME: 10.30 am

PRESENT:

Steven Gallacher	-	Chairperson
Ann Whitley	-	Vice-Chairperson
Moira Gilfillan	-	Treasurer
Marie Quinn	-	Secretary
Hannah McDonald	-	Committee Member
Joan Buchanan	-	Committee Member
Audrey Gilfillan	-	Committee Member
Helen Black	-	Committee Member

IN ATTENDANCE:

Kenny Halliday	-	Director
Liz McEachran	-	Depute Director

APOLOGIES:

Kate Serries	-	Committee Member
Jade McCulloch	-	Committee Member
Michelle Lavery	-	Committee Member

NEXT MEETING: 22nd February 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 2 matters for a.o.c.b.
4. **Minutes of the Management Committee meeting of 30th November 2021**
Minutes of the Management Committee meeting of 30th November 2021 were distributed prior to the meeting. Acceptance of the minute was proposed by Joan Buchanan, seconded by Marie Quinn. Committee approved the Minutes.
5. **Matters Arising**
There were no matters arising from these minutes.
6. **Property Management Report to 31st December 2021**
The Depute Director presented the Property Management Report to 31st December 2021.

The following points were noted:

- Non-technical arrears were 3.6% of net rent receivable. Committee noted the increase in arrears during the festive period and it was confirmed that all tenants with missing payments had been contacted.
- Technical Arrears increased during the period due to the 4 weekly payment, which would be rectified by year end.
- It was confirmed that Gas Servicing was being carried out during evenings and weekends to maintain the service delivery as a result of staff shortages due to the Covid-19 pandemic.

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 had been made during the period, relating to a sub floor leak, shower leak, and a water leak from an upper flat.

It was noted that the paint programme was now complete and all remaining gutters cleaned.

The Depute Director advised that all of the Stage 3 adaptation fund had been used, with one outstanding wet floor shower request outstanding, committee noted that a request for additional funding to complete the request had been made to GCC and the Association was awaiting a decision. It was noted that the Association had 5 fire safety upgrades outstanding and the Director advised that we would be contacting these tenants to arrange access for the upgrades to be completed prior to the 1st February 2022.

All other sections of the Maintenance Report were discussed and explained in detail. Proposed acceptance of the Property Management Report was made by Helen Black, seconded by Ann Whitely and approved by the Committee.

7. Directors Report

7.1 Governance, Finance & Audit Issues

7.1.1 7.1.1 Scottish Housing Regulator - Annual Assurance Statement 2021

Committee noted that the Annual Assurance Statement which had been sent to the Scottish Housing Regulator, had been included in the December 2021 newsletter issued to all tenants. The document was also available for tenants to view on the Association's website.

7.1.2 Tenant Consultation – Rent Review 2022/23

The Director advised that following the "Rent Consultation" which had been included in the Christmas newsletter and website we had received no responses either positive or negative. It was reasonable to assume therefore that the proposed increase of 2.5% was acceptable.

Committee discussed the proposed increase and its implications in detail. The increase was proposed by Ann Whitely and seconded by Helen Black and approved by all Committee.

7.1.3 Budget 2022/23

Committee noted the report on the draft budget which had been updated to include the 2.5% rent increase which confirmed that the Association would be able to meet all its financial commitments for the coming financial year.

Proposed acceptance of the budget 2022/23 was made by Hannah McDonald, Seconded Ann Whitely. Committee approved the budget.

7.1.4 Quarterly Management Accounts to December 2021

The Director confirmed that quarterly management accounts will be presented at the February meeting.

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.

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7.2.2 Strategy & Development funding Plan

The Director advised that GCC has verbally approved the funding for a feasibility study for Phase 12 and is currently drafting the brief for review.

7.2.3 Phase 10 – Abbeycraig Road

Committee noted that progress was now approximately 14 weeks behind. It was noted that the **first 8** properties were now not expected to be handed over until end of February 2022.

The Director took the opportunity to advise committee once again that the rumours floating about regarding the allocation process is nonsense and should be ignored. **He once again stated that no offer letters had been issued which means that no one has been offered a house despite what they say.**

He also confirmed that we hoped to issue the **first 13 Offer Letters** by post on Wednesday 2nd February. This will be an ongoing process until all 84 houses have been allocated.

The site has been advised not to allow anyone onto site without our express permission and even then it will be with a member of our staff team.

Committee would be kept updated of progress and a site visit arranged as soon as safe to do so.

LMcE

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 were advised that a number of the Associations contractors were being affected by staffing issues as a result of the Covid -19 pandemic and in some instances are having to prioritise repairs.

The Associations website has been updated to keep tenants informed of potential delays.

7.3.2 Festive Season

Noted and Accepted by Committee.

7.3.3 Staffing Issues

The Director advised the Assistant Housing Services Officer recruitment advert would be advertised this week.

Committee noted that the Director would undertake a review of the existing staff structure and to be included in the 2022 strategy review day.

7.3.4 Howard Dales Retirement

Noted and Accepted by Committee.

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Action Date

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| <p>8. Freedom of Information / Environmental Information
Committee were advised that one Freedom Of Information requested had been received during the period relating to expenditure by associations on the procurement of external human resource advice, and expenditure on Grievance and disciplinary issues. The request was responded to within the required timescales.</p> <p>9. Notifiable Events
There were no notifiable events to record</p> <p>10. A.O.C.B. Close Cleaning
The Depute Director tabled a report on close cleaning and explained it in detail.</p> <p>Committee discussed the report and accepted the costing and plans outlined. Proposed by Helen Black, seconded by Moira Gilfillan and approved by Committee.</p> <p>BACS
The Depute Director presented the BACs payment list for review and approval. Proposed Hannah McDonald, seconded Audrey Gilfillan and approved by Committee.</p> <p>11. Date & Time of Next Meeting
The next meeting of the Management Committee will be held on 22nd February 2022. There being no further business the meeting closed at 12 noon.</p> | <p>LMcE</p> |
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Approved: _____ **Date:** _____