

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2023-2024

MEETING: Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 24th October 2023

TIME: 10.30 am

PRESENT:

Steven Gallacher	-	Chairperson
Audrey Gilfillan	-	Vice-Chairperson
Marie Quinn	-	Secretary
Moira Gilfillan	-	Treasurer
Kate Serries	-	Committee Member
Helen Black	-	Committee Member
Joyce Hennessy	-	Committee Member
Jade McCulloch	-	Committee Member
Karen Bowman	-	Committee Member
Joan Buchanan	-	Committee Member (zoom)
Jennifer Giffen	-	Committee Member

IN ATTENDANCE:

Kenny Halliday	-	Director
Liz McEachran	-	Depute Director
Liz Cumming	-	Office Manager

APOLOGIES:

Jenna Vance	-	Committee Member
Maria Oguntayo	-	Committee Member
Lorraine Keegan	-	Committee Member

NEXT MEETING: 27th November 2023

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 Special Management Committee meeting of 28th September 2023**
Minutes of the Special Management Committee meeting of 28th September 2023 were distributed prior to the meeting. Acceptance of the minute was proposed by Helen Black, seconded by Audrey Gilfillan. Committee approved the Minutes.
5. **Minutes of the Management Committee meeting of 28th September 2023**
Minutes of the Management Committee meeting of 28th September 2023 were distributed prior to the meeting. Acceptance of the minute was proposed by Kate Serries, seconded by Moira Gilfillan. Committee approved the Minutes.
6. **Matters Arising**
There were no matters arising from these minutes.
7. **Property Management Reports – 6-month review**
Committee noted the 6 month review reports from both Housing Management & Maintenance.

Proposed acceptance of the Property Management Reports was made by Marie Quinn, seconded by Helen Black and approved by Committee.
8. **Directors Report**
 - 8.1 **Governance, Finance & Audit Issues**
 - 8.1.1 **Annual Assurance Statement 2023**
The Depute Director presented the Annual Assurance Statement to Committee and explained each of the 7 Standards. It was noted that all evidence had been collated in accordance with requirements to back-up the Annual Assurance Statement.

After discussion and all queries answered, proposal to accept Lochfield Park's Annual Assurance Statement 2023 was made by Marie Quinn, seconded by Jade McCulloch and approved by the Management Committee.

The Chairperson signed the Assurance Statement on behalf of the Association, and this would be forwarded to the Regulator.

Office
Manager

8.1.2 Designated Signatories List 2023

Committee noted the designated signatories for 2023/24. It was noted that all relevant bodies would be advised of the signatories for the year.

Office
Manager

8.1.3 Scottish Government Rent Cap

The Director explained the Scottish Government rent cap which had been in the press over the last few weeks. It was noted that this rent cap was for private rented sector only and RSL's have been advised to continue with their annual budget setting process as normal. Committee noted this report.

8.1.4 Budget 2023-24

Committee noted the report on the budget for 2023-24 and noted that the draft budget would be brought before them in November, once it had been worked through.

8.1.5 ARC Report 2023

Committee noted that this was with the printers and would be distributed shortly.

8.1.6 Quarterly Management Accounts to 30.09.23

Committee noted that the quarterly management accounts would be presented in November 2023.

8.1.7 FCA & OSCR Annual Return and Audited Accounts

Committee noted the report on the FCA & OSCR Annual returns.

8.2 Development Update**8.2.1 Brucefield Park Empty Homes Project**

The Director updated committee on the Brucefield Park properties and advised GCC are still supporting the Association in the acquisition of these properties.

8.2.2 Phase 10 – Abbeycraig Road

Committee were advised that the 12-month defect liability period is almost signed off with defect inspections nearing the end of the development.

Committee were updated on the GHSCP properties and the meetings which had been held to try and get problems resolved.

Kate Serries & Jade McCulloch left the meeting at this point.

8.2.3 Phase 11 – Abbeygreen Street

Committee noted the update on Phase 11 – Abbeygreen Street.

8.2.4 Phase 12 Twinlaw Street

Committee noted the report on Phase 12 Twinlaw Street. It was noted that the Feasibility Study would be presented to Committee in November.

8.3 General Issues**8.3.1 3cx Phone System**

Committee noted the 3cx phone system for the office had been renewed.

8.3.2 Homemaster Computer System Upgrade 2023

The Depute Director tabled a report on the Homemaster Computer system, which the Association were looking to replace SDM with.

Committee were advised of the full proposal from Homemaster and the cost implications now and going forward.

After lengthy discussion and the recommendation from the Depute Director, proposed acceptance of Homemaster as the new software for the Association was made by Marie Quinn, seconded by Helen Black and approved by Committee. It was agreed that a program would be brought before Committee in November to take us through the process.

*Depute
Director*

Karen Bowman left the meeting at this point

8.3.3 CX Tenant Engagement Software

The Depute Director tabled the report on CX Feedback digital engagement software.

Committee were advised how this system would assist the Association with digital engagement by enabling surveys to be done direct to all tenants, with consultations, satisfaction surveys, repair surveys and updating news events.

After discussion, acceptance of CX Feedback software being purchased for the Association was made by Audrey Gilfillan, seconded by Joyce Hennessy and approved by Committee.

*Depute
Director*

9. Bacs List – October 2023

The BACS list for October 2023 was tabled at the meeting. The Office Manager explained items on the list.

Proposed acceptance of the bacs lists was made by Marie Quinn, seconded by Helen Black, and approved by Committee

10. Freedom of Information / Environmental Information

Committee were advised that no FOI requests had been received this month.

11. Notifiable Events

There were no notifiable events to record.

**12. A.O.C.B.
Contractors List**

Committee noted the report on approved contractors and discussed it in detail.

5
Minutes of Meeting

Action Date

Proposed acceptance of Spectrum Windows & Doors and Shower Surgeon be added to the Approved Contractors List was made by Audrey Gilfillan, seconded by Helen Black and approved by Committee

Committee Appraisal 2023

The Director and the Chairperson thanked committee members for returning their appraisal forms and advised that the Chairperson was available to anyone who would like to meet with him privately regarding any matters. Informal appraisal meetings would be arranged for November to discuss the Appraisal process.

A Committee training plan will be presented to the Committee at the next meeting, taking us forward into next year.

Work Mobile Phones

Committee were advised of the position regarding the need for work mobile phones. Two step verification was explained and the need to contact staff members whilst out of the office, e.g. working from home and the Data Security issues this posed.

Costs were discussed in detail and proposed acceptance of the recommendation to purchase phones was made by Marie Quinn, seconded by Audrey Gilfillan and approved by Committee.

Depute
Director

13. Date & Time of Next Meeting

The next meeting of the Management Committee will be held on Monday 27th November 2023. There being no further business the meeting closed at 12.30 pm.

Approved:



Date: 27-11-23