

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2022-2023

MEETING: Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 26th April 2022

TIME: 10.30 am

PRESENT:

Steven Gallacher	-	Chairperson
Moira Gilfillan	-	Treasurer
Marie Quinn	-	Secretary
Audrey Gilfillan	-	Vice-Chair
Hannah McDonald	-	Committee Member
Helen Black	-	Committee Member
Michelle Lavery	-	Committee Member

IN ATTENDANCE:

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

APOLOGIES:

Joan Buchanan	-	Committee Member
Jade McCulloch	-	Committee Member
Kate Serries	-	Committee Member

NEXT MEETING: 31st May 2022

1. **Apologies**
Apologies for absence were as noted above.
2. **Declaration of Interest**
There was 2 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 29th March 2022**
Minutes of the Management Committee meeting of 29th March 2022 were distributed prior to the meeting. Acceptance of the minute was proposed by Marie Quinn, seconded by Moira Gilfillan. Committee approved the Minutes.
5. **Matters Arising**
There were no matters arising from these minutes.
6. **Property Management Report to 31st March 2022**
 - 6.1 **Housing Management ARC & Annual Review 2021/2022**
The Depute Director went through the report which had been distributed previously.

Each section was explained in detail and Committee noted all points throughout the report.

Acceptance of the report was made by Michelle Lavery, seconded by Audrey Gilfillan and approved by Committee.
 - 6.2 **Maintenance Review 2021/2022**
Committee noted the Maintenance Review 2021/2022 which had been previously distributed.

Each section was explained in detail and discussed.

Acceptance of the report was made by Helen Black, seconded by Michelle Lavery and approved by Committee.
7. **Directors Report**
 - 7.1 **Governance, Finance & Audit Issues**
 - 7.1.1 **External Audit 2022**
Committee noted the date of 30th May 2022 for the External Audit.
 - 7.1.2 **Housing Management & Maintenance Review 2021/22**
Committee noted that this had been covered by the Depute Director.
 - 7.1.3 **Director's Review of the Year 2021/22**
The Director explained the Review of Performance for 2021/22 and went through each point.

It was noted that although the Association had been working from home and in the office, all work had been completed and the Organisation had managed the pandemic in a way which protected the good name of the Association.

Acceptance of the Review of Performance was proposed by Hannah McDonald, seconded by Moira Gilfillan and approved by Committee.

7.1.4 Business Plan Review

Committee noted the report on the Business Plan Review.

7.1.5 Strategy Review Day 2022

Committee noted the arrangements for the Strategy Review Day and agreed that every effort would be made for a good attendance.

7.2 Development Update

7.2.1 Phase 12 Feasibility Study

Committee noted that GCC are supporting the feasibility study to be carried out for Phase 12 and the Director was arranging this to be done as soon as possible.

7.2.2 Phase 10 – Abbeycraig Road

Committee were updated on the handovers of the properties. It was noted that there were minor snagging issues.

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

7.2.3 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 Covid-19 issues.

Committee noted that the new cameras and also the updating of the IT system in the Committee room were now completed.

It was noted that the office would be open to the public from 2nd May 2022.

7.3.2 Complaints

Ref: 010222 – Committee noted that this complaint had now been closed.

7.3.3 Staffing Issues

Assistant Housing Services Officer

Committee noted the new Assistant Housing Services Officer would commence employment on the 2nd May 2022.

Senior Maintenance Officer

Committee noted that the advert for the Senior Maintenance Officer is live now. The Association is hoping for a good response.

7.3.4 Spring Newsletter 2022

Committee noted that the Spring Newsletter would be distributed by the end of the month.

7.3.5 EHRA

Committee noted the leaflet for the EHRA Hustings.

7.3.6 SHR Annual Assessment 2022

Committee noted that the Association had been assessed as "Compliant".

7.3.7 Business Options Appraisal

Committee noted that Linda Ewart had been engaged to take the Association through the Options Appraisal process.

8. Freedom of Information / Environmental Information

Committee noted that the Scottish Information Commissioner quarterly statistical returned had been completed and submitted on time as per our policy and procedures.

9. Notifiable Events

There were no notifiable events to record.

10. A.O.C.B.

Moira & Audrey Gilfillan left the meeting at this point

Confidance Performing Arts

A letter had been received from Confidance Performing Arts regarding a young girl from the area who has qualified for the Dance World Cup for team Scotland. This was a unique situation with the young girl qualifying from our area despite many challenges.

After discussion it was agreed that a donation would be given to the Dance school to assist with the costs of the travel for the girl. This was proposed by Steven Gallacher and seconded by Helen Black.

Moira & Audrey Gilfillan returned to the meeting at this point.

Vice-Chair Position

The Chairperson explained that due to the sad passing of Anne Whitley, the Association required to elect another Vice-Chairperson until the AGM in September. Proposed election of Audrey Gilfillan for this position was made by Michelle Lavery, seconded by Hannah McDonald and unanimously approved by Committee.

It was also agreed that a donation to "The Cats Protection League" on behalf of Anne Whitley be made from the Association.

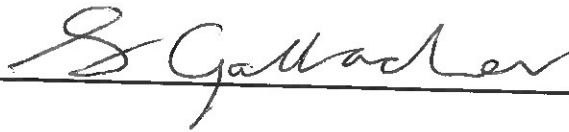
Minutes of Meeting**Action Date****SFHA Annual Conference – 14th & 15th June 2022**

Committee noted that the SFHA Annual Conference would be held on 14th & 15th June 2022 at the Radisson Blu hotel. It was noted that no-one was available to attend, at the moment. If this changed Committee would let the office know.

11. Date & Time of Next Meeting

The next meeting of the Management Committee will be held on 31st May 2022. There being no further business the meeting closed at 12.30 pm.

Approved:

Date: 31-5-22