

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2022-2023

MEETING: Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 31st May 2022

TIME: 10.30 am

PRESENT:

Steven Gallacher	-	Chairperson
Marie Quinn	-	Secretary
Audrey Gilfillan	-	Vice-Chair
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:

Joan Buchanan	-	Committee Member
Hannah McDonald	-	Committee Member
Michelle Lavery	-	Committee Member
Moira Gilfillan	-	Treasurer

NEXT MEETING: 28th June 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 no matters for a.o.c.b.
4. **Minutes of the Management Committee meeting of 26th April 2022**
Minutes of the Management Committee meeting of 26th April 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. **Minutes of the Finance Sub-Committee meeting of 25th May 2022**
Minutes of the Management Committee meeting of 25th May 2022 were distributed prior to the meeting. Acceptance of the minute was proposed by Kate Serries, seconded by Steven Gallacher. Committee approved the Minutes.
7. **Property Management Report to 30th April 2022**
 - 7.1 **Housing Management**
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 Marie Quinn, seconded by Jade McCulloch and approved by Committee.
 - 7.2 **Maintenance**
Committee noted the Maintenance report and the Depute Director went through each section.

Committee discussed the kitchen replacement contract and noted the price increases from the last contract. It was agreed that a full report would be brought to committee.

The bathroom replacement contract was discussed in detail and also the cost implications. It was agreed that a survey should be carried out to establish the bathrooms which are being looked at for replacement.

Committee noted the gutter contract which is due to be completed this financial year.

Committee asked that a survey also be carried out with reference to the paint programme for next year to establish the opinion of tenants regarding colour of windows / doors etc.

Committee noted the report on Phase 4b veranda problems. This was discussed in detail and proposed acceptance of this work was made by Steven Gallacher, seconded by Audrey Gilfillan and approved by Committee.

Acceptance of the report was made by Helen Black, seconded by Marie Quinn and approved by Committee.

8. Directors Report

8.1 Governance, Finance & Audit Issues

8.1.1 External Audit 2022

Committee noted that the auditors are working on the accounts this week.

8.1.2 Housing Management & Maintenance Reports

Committee noted that these had been covered by the Depute Director.

8.1.3 Quarterly Management Accounts to 31st March 2022

Committee noted that the Quarterly Management Accounts to 31st March 2022 had been presented to the Finance Sub-Committee and ask that these be ratified by the Management Committee.

Approval of the Quarterly Management Accounts was proposed by Marie Quinn, seconded by Helen Black and approved by Committee.

8.1.4 Business Plan Review

Committee noted the report on the Business Plan Review.

8.1.5 Strategy Review Day 2022

Committee agreed that the Strategy Review Day had been a great success. It was agreed that the Association took a lot of positives from the day, which would be fed into the Business Plan.

8.2 Development Update

8.2.1 Phase 12 Feasibility Study

Committee noted the report on the feasibility study and noted that the Director was arranging to have this submitted this week.

It was also noted that T C Young had been instructed to commence action to acquire the remaining land in Twinlaw Street.

8.2.2 Phase 10 – Abbeycraig Road

Committee were updated on the handovers of the properties and were advised that 30 properties had now been signed up and tenanted.

Minutes of Meeting

8.2.3 Phase 11 – Abbeygreen Street

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

8.3 General Issues

8.3.1 Covid-19 restrictions

Committee noted the report on the Covid-19 issues.

It was noted that everything seemed to be operating smoothly with the office being open to the public.

8.3.2 Complaints

It was noted that no complaints had been received this month.

8.3.3 Staffing Issues

Senior Maintenance Officer

The Director advised Committee that the interviews had been held and an offer had been given subject to references. These were awaited and the new Officer should be in-place by mid-July 2022.

8.3.4 Spring Newsletter 2022

Committee noted that the Spring Newsletter was distributed.

8.3.5 EHRA

Committee noted that there had been no minutes from EHRA.

8.3.6 ARC Return 2022 & 5 Year Projections

ARC Return 2022

Committee noted that the ARC Return 2022 had been presented to the Finance Sub-Committee and ask that these be ratified by the Management Committee.

Approval of the ARC Return 2022 was proposed by Marie Quinn, seconded by Audrey Gilfillan and approved by Committee.

5 Year Projections

Committee noted that the Five Year Financial Projections had been presented to the Finance Sub-Committee and ask that these be ratified by the Management Committee.

Approval of the Five Year Financial Projections was proposed by Marie Quinn, seconded by Audrey Gilfillan and approved by Committee.

8.3.7 Business Options Appraisal

Committee noted that Director would arrange for Linda Ewart to take the Association through the Options Appraisal process in early July.

9. Freedom of Information / Environmental Information

Committee were advised that a FOI request had been received and dealt with this month.

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Minutes of Meeting

Action Date

- | | Action Date |
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| 10. Notifiable Events
There were no notifiable events to record. | |
| 11. A.O.C.B.
There were no matters for A.O.C.B. | |
| 12. Date & Time of Next Meeting
The next meeting of the Management Committee will be held on 28 th June 2022. There being no further business the meeting closed at 12.25 pm. | |

Approved:  Date: 28-6-22