

# LOCHFIELD PARK HOUSING ASSOCIATION LTD

## MINUTES 2022-2023

- MEETING:** Management Committee
- VENUE:** Lochfield Park Housing Association Offices
- DATE:** 28<sup>th</sup> June 2022
- TIME:** 10.30 am
- PRESENT:**
- |                  |   |                  |
|------------------|---|------------------|
| Steven Gallacher | - | Chairperson      |
| Marie Quinn      | - | Secretary        |
| Moira Gilfillan  | - | Treasurer        |
| Helen Black      | - | Committee Member |
| Hannah McDonald  | - | Committee Member |
| Joan Buchanan    | - | Committee Member |
- IN ATTENDANCE:**
- |               |   |                 |
|---------------|---|-----------------|
| Liz McEachran | - | Depute Director |
| Liz Cumming   | - | Office Manager  |
| Laura Smith   | - | Housing Manager |
- APOLOGIES:**
- |                  |   |                  |
|------------------|---|------------------|
| Audrey Gilfillan | - | Vice-Chair       |
| Michelle Lavery  | - | Committee Member |
| Kate Serries     | - | Committee Member |
| Jade McCulloch   | - | Committee Member |
- NEXT MEETING:** 30<sup>th</sup> August 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 was 1 matter for a.o.c.b.
4. **Minutes of the Management Committee meeting of 31<sup>st</sup> May 2022**  
Minutes of the Management Committee meeting of 31<sup>st</sup> May 2022 were distributed prior to the meeting. Acceptance of the minute was proposed by Marie Quinn, seconded by Steven Gallacher. Committee approved the Minutes.
5. **Matters Arising**  
There were no matters arising from these minutes.
6. **Property Management Report to 31<sup>st</sup> May 2022**
  - 6.1 **Housing Management**  
The Housing Manager went through the report which had been distributed previously.  
  
Each section was explained in detail and Committee noted all points throughout the report.
    - It was noted that there was an error regarding Former Tenant arrears and this had decreased from the previous month.
    - It was noted that the pressure washing to the area was working well and making an improvement.Acceptance of the report was made by Joan Buchanan, seconded by Hannah McDonald and approved by Committee.
  - 6.2 **Maintenance**  
Committee noted the Maintenance report and the Housing Manager went through each section.
    - Committee discussed the ongoing insurance claims and these were explained in detail.
    - Committee noted that there was a delay in the veranda work at Phase 4b but would be commencing shortly.
    - All Graphs were noted by Committee.Acceptance of the report was made by Helen Black, seconded by Marie Quinn and approved by Committee.

**7. Directors Report**

**7.1 Governance, Finance & Audit Issues**

**7.1.1 External Audit 2022**

Committee noted that the audit had now been completed and we are awaiting feedback.

**7.1.2 Housing Management & Maintenance Reports**

Committee noted that these had been covered by the Housing Manager.

**7.1.3 Quarterly Management Accounts to 31<sup>st</sup> March 2022**

Committee noted that the Quarterly Management Accounts to 31<sup>st</sup> March 2022 had been sent to banks as required.

**7.1.4 Business Plan Review**

Committee noted the report on the Business Plan Review.

**7.1.5 Treasury Management Report / Loan Portfolio Return 2021/22**

The Office Manager explained the report in detail and went through each section.

Proposed acceptance of the Treasury Management Report / Loan Portfolio Return was made by Hannah McDonald, seconded by Joan Buchanan and approved by Committee.

The Office Manager would now ensure that this would be submitted to the Scottish Housing Regulator by the deadline of 30<sup>th</sup> June 2022.

*Office manager*

**7.2 Development Update**

**7.2.1 Phase 12 Feasibility Study**

Committee noted the report on the feasibility study and noted that it had been submitted to GCC NRS and we await their response.

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

**7.2.2 Phase 10 – Abbeycraig Road**

Committee were updated on the handovers of the properties and were advised that 48 properties had now been signed up and tenanted.

**7.2.3 Phase 11 – Abbeygreen Street**

Committee noted the report on Phase 11.

**7.3 General Issues**

**7.3.1 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.

**7.3.2 Complaints**

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

**7.3.3 Senior Maintenance Officer**

Committee noted that the Senior Maintenance Officer would start on 11<sup>th</sup> July 2022.

**7.3.4 Summer Newsletter 2022**

Committee noted that the Summer Newsletter would be distributed in August 2022.

**7.3.5 EHRA**

Committee noted that there had been no minutes from EHRA.

**7.3.6 ARC Return 2022 & 5 Year Projections**

Committee noted that both these documents had been forwarded to the Housing Regulator on time.

**7.3.7 Business Options Appraisal**

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

**8. Freedom of Information / Environmental Information**

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

**9. Notifiable Events**

There were no notifiable events to record.

**10. A.O.C.B.**

EVH Annual Conference

Committee noted the date of 8<sup>th</sup> & 9<sup>th</sup> September 2022 for EVH Annual Conference. No-one was available to attend.

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

The next meeting of the Management Committee will be held on 30<sup>th</sup> August 2022. There being no further business the meeting closed at 11.55 am.

Approved: \_\_\_\_\_



Date: 30/8/22