

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2022-2023

MEETING: Special Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 8th August 2022

TIME: 10.30 am

PRESENT:

Marie Quinn	-	Secretary
Helen Black	-	Committee Member
Hannah McDonald	-	Committee Member
Joan Buchanan	-	Committee Member
Kate Serries	-	Committee Member
Jade McCulloch	-	Committee Member

IN ATTENDANCE:

Kenny Halliday	-	Director
Liz McEachran	-	Depute Director
Liz Cumming	-	Office Manager
Pat Long	-	Finance Agent
Phil Morrice	-	Auditor

APOLOGIES:

Steven Gallacher	-	Chair
Audrey Gilfillan	-	Vice-Chair
Moirra Gilfillan	-	Treasurer
Michelle Lavery	-	Committee Member

NEXT MEETING: 30th 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 were 4 matters for a.o.c.b.
4. **Approval of Annual Accounts 2021-2022**
 - 4.1.1 **Presentation of Annual Accounts**

Phil Morrice of Alexander Sloan presented the Annual Accounts of 2021-2022 to Committee. He covered the following points in detail; financial performance, interest rates, interest payable, pensions, balance sheet, assets and cash, depreciation, investments, long term loans, net assets, reserves and rental income.

Phil explained the pension liability and how this effects the accounts and how this is calculated by actuaries.

Phil advised Committee that there were no issues of concern in the accounts and that it had been another good year for the Association.

Acceptance of the Annual Accounts 2021-2022 was proposed by Hannah McDonald, seconded by Joan Buchanan. Committee approved the accounts and Committee members were given permission to sign these electronically by DocuSign.
 - 4.1.2 **Management Letter**

Phil explained the Management Letter and went through each point with the Committee. The Management Committee noted that there were no points of Internal Controls to be noted.

Acceptance of the Management Letter was proposed by Jade McCulloch, seconded by Helen Black. Committee approved the Management Letter.
 - 4.1.3 **Letter of Representation**

Phil explained the Letter of Representation, which was signed by the Secretary and Committee Member.

It was noted that a representative of Alexander Sloans would attend the Annual General meeting to present the accounts to the membership.
5. **Quarterly Management Accounts to 30th June 2022**

The Finance Agent went through the Quarterly Management Accounts to 30th June 2022 and highlighted the main areas for Committee. He explained the new layout of the Management Accounts and advised that he would go through each section to allow Committee to familiarise themselves with this.

Committee were advised that these were for the first quarter of the year and the Association was performing well against budget.

Committee were advised of any variances from budget and debtors and creditors.

It was noted that the Key Performance indicators were in line or better than expected and all loan covenants were all being met.

Acceptance of the Quarterly Management Accounts was proposed by Kate Serries, seconded by Joan Buchanan and approved by Committee.

6. A.G.M. Business 2022

6.1 Governance Rule 68

Committee were advised of Rule 68 and noted the letter signed by the Secretary which stated:

“At the last meeting of the Committee before the Annual General Meeting, the Secretary shall to the extent within her knowledge confirm in writing to the Committee that all the requirements relating to Minutes, Seals, Registers & books in Rules 62 to 67 have been complied with.”

Committee noted and accepted the contents of the letter from the Secretary.

6.2 A.G.M. 15th September 2022 & 9 Year Rule -

The Director explained this years' AGM would be held in the office and by zoom for any members unable to attend in person.

The Director advised Committee that according to the Association's Rules, the following members were due to stand down from Committee this year:

- Marie Quinn
- Joan Buchanan
- Helen Black

It was noted however, that retiring members are eligible for re-election without nomination and the members named should notify the Director if they wish to stand for Committee again next year.

It was noted that no members were affected by the 9 year rule.

It was also noted that the AGM papers would be distributed to the membership on 26th August 2022.

7. A.O.C.B.

Share Applications

Committee noted the following Share membership applications:

Acceptance of the applications was proposed by Marie Quinn, seconded by Kate Serries approved by Committee. The new member would receive a Share Certificate and a copy of the Rules.

Office
Manager

Electrical Safety Testing

The report on Electrical Safety Testing was tabled at the meeting. The Director explained the report in detail and the requirement to have this work completed.

After discussion, proposed acceptance of Magnus Electrical to be added to the Association's approved contractors list and a programme of works for EICR's be arranged as soon as possible was made by Joan Buchanan, seconded by Helen Black and approved by Committee.

Maint
Manager

Phase 11 – Abbeygreen Street / Abbey Court Care Home

Committee were advised that a dispute between the site at Phase 11 and the Care Home had occurred due to a wall being erected in the wrong place. The Director updated Committee on the situation and advised that they would be kept informed of any changes in the situation.

Director

Maintenance Assistant

The Director advised that he felt the Association required a Maintenance Assistant due to the extra work which would be required due to the new build developments.

Committee asked if a report could be brought to the Management Committee meeting with recommendations.

Director

8. Meeting Closed

There being no further business the meeting closed at 11.55 am.

Approved:



Date:

30/8/22.