

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2022-2023

MEETING: Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 30th August 2022

TIME: 10.30 am

PRESENT:

Steven Gallacher	-	Chairperson
Audrey Gilfillan	-	Vice-Chairperson
Marie Quinn	-	Secretary
Moira Gilfillan	-	Treasurer
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
Laura Smith	-	Housing Manager
David Shaw	-	Senior Maintenance Officer

APOLOGIES: None

NEXT MEETING: 27th September 2022

1. **Apologies**
There were no apologies.
2. **Declaration of Interest**
There were no declarations of interest.
3. **Matters for A.O.C.B.**
There were 5 matters for a.o.c.b.
4. **Minutes of the Management Committee meeting of 28th June 2022**
Minutes of the Management Committee meeting of 28th June 2022 were distributed prior to the meeting. Acceptance of the minute was proposed by Marie Quinn, seconded by Hannah McDonald. Committee approved the Minutes.
5. **Matters Arising**
There were no matters arising from these minutes.
6. **Minutes of the Special Management Committee meeting of 8th August 2022**
Minutes of the Special Management Committee meeting of 8th August 2022 were distributed prior to the meeting. Acceptance of the minute was proposed by Joan Buchanan, seconded by Helen Black. Committee approved the Minutes.
7. **Property Management Report to 31st July 2022**
 - 7.1 **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.
 - Committee commented that due to the Cleansing strike the area was having a lot of fly tipping. It was noted that the bulk uplift situation was still being considered but discussions with City Cleansing was difficult.
 - Committee asked if City Building could be approached regarding offering am or pm call outs to complete the gas servicing.
Acceptance of the report was made by Hannah McDonald, seconded by Helen Black and approved by Committee.
 - 7.2 **Maintenance**
The Senior Maintenance Officer went through the report which had been distributed previously.
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*Depute
Director*

Minutes of Meeting**Action Date**

- Committee discussed the ongoing insurance claims and these were explained in detail. It was agreed that the Senior Maintenance Officer would provide a list of adaptations from the 1st April at the next meeting.
 - Committee noted that costs for the gutter cleaning would be brought to committee at the next meeting.
 - Committee were advised that the surveys for the Kitchen replacement programme would be starting in October 2022.
 - Committee noted that the electrical safety testing had commenced and was running smoothly.
 - All Graphs were noted by Committee.
- Acceptance of the report was made by Helen Black, seconded by Marie Quinn and approved by Committee.

*Senior
Maint
Officer**Senior
Maint
Officer***8. Directors Report****8.1 Governance, Finance & Audit Issues****8.1.1 Annual Accounts 2021/22**

Committee noted that the Annual Accounts had been approved at the special meeting and that they had been approved and sent to the appropriate people.

8.1.2 Quarterly Management Accounts to 30th June 2022

Committee noted that these had been approved at the special management committee meeting.

8.1.3 Annual General Meeting 2022

Committee noted the date and time of the AGM.

8.1.4 Annual Financial Statement 2022

Committee noted the report on the Annual Financial Statement and the Director explained it in detail. It was noted that this would be sent to the Regulator after this meeting.

*Office
Manager***8.1.5 ARC Report 2022 (Annual Return of the Charter)**

Committee noted the report on the ARC report. It was noted that this was in production and would be distributed by the due date of end of October 2022.

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 updated on the handovers of the properties and were advised that 59 properties had now been signed up and tenanted.

8.2.3 Phase 11 – Abbeygreen Street

The Director explained the situation at Phase 11 and updated committee on progress. The Director informed committee that the legal issue with the Care Home had been resolved due to the Design Team coming up with an alternative route for the gas trench. It was felt that this would be the pragmatic approach in the circumstances and should prevent further legal costs.

8.2.4 Phase 12 Twinlaw Street

The Director updated Committee on the Phase 12 Twinlaw Street Feasibility Study and explained the situation with GCC. After discussion it was agreed that the Association should front fund the study for the area on the understanding that we can claim the costs back next year.

8.3 General Issues**8.3.1 Staffing**

Committee noted the report on Staffing.

The Director explained the staff structure and what was being proposed. After discussion it was agreed that the Receptionist should be promoted to Maintenance Assistant and a new receptionist sought.

The Director agreed to draw up job descriptions and have a staffing sub-committee meeting in September to discuss it further.

Kate Serries left the meeting at this point.

8.3.2 SHAPS Pension Scheme Benefit Structure Changes

The Director explained the report in detail and all the options which could be made available to the staff.

After discussion, the recommendation was approved by Marie Quinn, seconded by Steven Gallacher and approved by Committee to offer staff the other pension options.

As this required an Employer Form of Authority to be completed, the Chair and Secretary signed the form and the Office Manager would forward it to SHAPS.

*Office
Manager*

9. Freedom of Information / Environmental Information

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

10. Notifiable Events

There were no notifiable events to record.

11. A.O.C.B.**Approved Contractors List**

The Senior Maintenance Officer presented a report to committee for a new contractor and asked for them to be approved.

Minutes of Meeting**Action Date**

Enviraz – Asbestos surveyors was proposed by Marie Quinn, seconded by Audrey Gilfillan and approved by Committee.

Michelle Lavery resignation

Committee were advised that Michelle was moving away from the area and had tendered her resignation. Committee felt that Michelle had contributed a lot to the Committee and were saddened to see her leave.

Santa's Grotto

Committee asked if Santa's grotto could return this year and it was agreed that a working group would be set up after the AGM to try and get this event to happen this year.

EHRA Membership

Jade McCulloch advised that she would be interested in being the representative on EHRA on behalf of the Association. The Depute Director advised that she would get the information necessary to advise Jade how to go about this.

*Depute Director***Property Management Sub-Committee & Management Committee meetings**

It was agreed that discussion should take place after the AGM regarding reintroducing Property Management Sub-Committee meetings and also staggering the times of the Management Committee meetings to accommodate all members.

12. Date & Time of Next Meeting

The next meeting of the Management Committee will be held on 27th September 2022. There being no further business the meeting closed at 12.45 pm.

Approved:



Date: 27/9/22