

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2022-2023

MEETING: Special Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 27th September 2022

TIME: 10.30 am

PRESENT:

Steven Gallacher	-	Chairperson
Audrey Gilfillan	-	Vice-Chairperson
Marie Quinn	-	Secretary
Hannah McDonald	-	Committee Member
Kate Serries	-	Committee Member
Joan Buchanan	-	Committee Member
Helen Black	-	Committee Member
Lorraine Keegan	-	Committee Member
Joyce Hennessy	-	Committee Member

IN ATTENDANCE:

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

APOLOGIES:

Jade McCulloch	-	Committee Member
Jenna Vance	-	Committee Member
Moirra Gilfillan	-	Treasurer
Marie Oguntayo	-	Committee Member

NEXT MEETING: When required

Welcome to Members

The Director advised that as this was the first meeting of the new Committee, he advised that he would chair the meeting until the Chairperson was elected.

The Director welcomed the new committee members and explained the Special Committee meeting to everyone present.

1. Election of Office Bearers

The Director explained the role of Office Bearers to the Committee and the format by which the election would take place.

*Director /
office
manager*

He requested nominations for the following positions:

- Chairperson - Steven Gallacher
- proposed by Marie Quinn
- seconded by Audrey Gilfillan

There being no other nomination, Steven Gallacher was duly elected Chairperson.

The Director requested nominations for the following position:

- Vice-Chairperson - Audrey Gilfillan
- proposed by Joan Buchanan
- seconded by Helen Black

There being no other nominations, Audrey Gilfillan was duly elected Vice-Chairperson.

The Director requested nominations for the following position:

- Secretary - Marie Quinn
- proposed by Hannah McDonald
- seconded by Helen Black

There being no other nominations, Marie Quinn was duly elected Secretary.

- Treasurer - Moira Gilfillan
- proposed by Hannah McDonald
- seconded by Kate Serries

There were no other nominations. Due to Moira Gilfillan submitting apologies for the meeting, it was agreed that she would be elected subject to the Director contacting her to clarify her acceptance.

The Director thanked all for their attention and congratulated Steven on his election as Chairperson.

The Director also advised that the designated signatories list of the Association would require to be updated in accordance with the election of new Office Bearers.

All relevant agencies, lenders and regulatory bodies will be notified of our new office bearers for 2022//23.

2. Code of Conduct for Committee Members

The Director explained the Code of Conduct for Governing Body Members, in detail, which had been previously distributed to the Committee.

Committee confirmed that they had read and understood the Code of Conduct for Governing Body Members and each member present signed their declaration of compliance. The Office Manager would arrange to have these collected from any Committee not present today.

*Office
Manager*

3. Entitlements, Payments & Benefits Policy

The Director explained to Committee the Entitlements, Payments & Benefits Policy in detail. Committee confirmed that they had read and understood the Policy.

4. Training & Induction Policy

The Director explained the Training & Induction Policy to Committee, who confirmed they understood the policy. It was noted that covid had impacted training over the last year and we were now looking to move forward with our training plan. It was agreed that the Office Manager would distribute Training Assessment forms to all Committee to enquire as to what training would be relevant for them.

*Office
Manager*

5. Sub-Committee Membership

The Director explained the remit of each sub-committee and advised that members could be in all of the sub-committee's if they so wished.

The following sub-committees were agreed:

Property Management Sub-Committee:

All Management Committee members

Finance Sub-Committee:

All Management Committee members.

Health & Safety Sub-Committee:

All Property Management Sub-Committee members

Staffing Sub-Committee:

All Office Bearers.

It was agreed that the property management reports would still be brought to the Management Committee meetings at the moment, however if Committee decided at a future date to re-start Property Management Sub-Committee this could be done.

6. Meeting Timetable

The timetable of meetings for the next year were distributed prior to the meeting. Committee noted the dates of the meetings and agreed that alternating between evening and daytime meetings would be acceptable to enable as many as possible to attend.

7. A.O.C.B.

There was no further business and the meeting closed.

Approved: *A Guffillan*

Date: 25-10-22