

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2022-2023

MEETING: Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 27th September 2022

TIME: 11.15 am

PRESENT:

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

Moira Gilfillan	-	Treasurer
Jenna Vance	-	Committee Member
Jade McCulloch	-	Committee Member

NEXT MEETING: 25th October 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 30th August 2022**
Minutes of the Management Committee meeting of 30th August 2022 were distributed prior to the meeting. Acceptance of the minute was proposed by Hannah McDonald, seconded by Joan Buchanan. Committee approved the Minutes.
5. **Matters Arising**
There were no matters arising from these minutes.
6. **Property Management Report to 31st August 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.
 - Committee commented that 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. It was agreed that a letter from the Chairperson should be sent to the Cleansing Department.Acceptance of the report was made by Hannah McDonald, seconded by Helen Black and approved by Committee.

Lorraine Keegan left the meeting at this point
 - 6.2 **Maintenance**
The Senior Maintenance Officer went through the report which had been distributed previously.
 - Committee were advised that the reactive repairs numbers were wrong and should read: 186 work order issued, 149 works orders completed and 37 works orders completion dates in September 2022.
 - Committee discussed the insurance claims and these were explained in detail.

Director

Office
Manager /
Maint
Officer

- Committee were advised that the surveys for the Kitchen replacement programme would be starting in November 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 Kate Serries, seconded by Hannah McDonald and approved by Committee.

Kate Serries left the meeting at this point.

7. Directors Report

7.1 Governance, Finance & Audit Issues

7.1.1 Annual Return of the Charter 2022

Committee noted that the Annual Return of the Charter first draft had been received for editing. Once this had been checked it would be sent back to the printers for distribution by the end of October.

7.1.2 Annual General Meeting 2022

Committee agreed that another successful AGM had been held and looked forward to another successful year for the Association.

It was noted that the Annual Accounts had been distributed to the Regulator and the Banks.

7.1.3 Budget 2023-24

Committee noted the report on the budget for 2023-24 and noted that the draft budget would be brought before them once it had been worked through.

7.2 Development Update

7.2.1 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.

7.2.2 Phase 10 – Abbeycraig Road

Committee were updated on the handovers of the properties and were advised that completion was expected early November 2022.

7.2.3 Phase 11 – Abbeygreen Street

Committee were updated on Phase 11 and it was noted that contract completion was expected by late January 2023.

7.2.4 Phase 12 Twinlaw Street

Committee noted the report on Phase 12 Twinlaw Street. It was noted that the Association are awaiting on approval for the Feasibility Study to proceed.

- 7.3 General Issues**
- 7.3.1 IT Services**
The Director explained the review of IT Hardware and Software which had been done. Committee discussed the quotations and agreed that the upgrade should be done as required.
- This was proposed by Steven Gallacher, seconded by Helen Black and approved by Committee.
- 7.3.2 Staffing**
Committee noted the report on Staffing.
- The Director advised that the Housing Officer positions would commence on 1st October and job descriptions had been agreed. It was also noted that the 2 staff members' graduation would be in November 2022.
- The Director advised that the Maintenance Assistant would commence on 1st October and the job description had been agreed.
- It was agreed that the vacancy for a receptionist should be looked into for an Apprenticeship. The Director would look into this further and report back to Committee.
- 7.3.3 Staff Training**
It was noted that 2 staff members had commenced the CIH Level 3 Certificate in Housing at Motherwell College.
- 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. Councillor Enquiries**
A Committee member asked what happens when a Councillor enquiries on behalf of a tenant. The Director explained how this is recorded and responded to by the Association.
- 11. Date & Time of Next Meeting**
The next meeting of the Management Committee will be held on 25th October 2022. There being no further business the meeting closed at 12.55 pm.

Approved: _____

*A Giffellan*Date: 25/10/22