

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2022-2023

MEETING: Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 29th November 2022

TIME: 10.30 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
Jade McCulloch	-	Committee Member
Jenna Vance	-	Committee Member
Joyce Hennessey	-	Committee Member

IN ATTENDANCE:

Kenny Halliday	-	Director
Liz Cumming	-	Office Manager
Laura Smith	-	Housing Manager
David Shaw	-	Senior Maintenance Officer

APOLOGIES:

Moira Gilfillan	-	Treasurer
Maria Oguntayo	-	Committee Member

NEXT MEETING: 31st January 2023

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 3 matters for a.o.c.b.
4. **Minutes of the Management Committee meeting of 25th October 2022**
Minutes of the Management Committee meeting of 25th October 2022 were distributed prior to the meeting. Acceptance of the minute was proposed by Jade McCulloch, seconded by Joan Buchanan. Committee approved the Minutes.
5. **Matters Arising**
There were no matters arising from these minutes.
6. **Property Management Report to 30th September 2022**
 - 6.1 **Housing Management Report**
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.
 - The Director explained the HSCP properties and how these differed from normal housing.
 - Committee were updated on the meeting with Cleansing Department and were advised they would be kept updated of any new developments.Acceptance of the report was made by Hannah McDonald, seconded by Steven Gallacher and approved by Committee
 - 6.2 **Maintenance**
The Senior Maintenance Officer went through the report which had been distributed previously.
 - Committee noted the repairs statistics.
 - Committee noted the insurance claims outstanding.
 - Committee noted the rechargeable repair which was now with the tenant.
 - Committee were advised that the surveys for the Kitchen replacement programme had now started.

3
Minutes of Meeting

Action Date

- Committee noted that the electrical safety testing was still ongoing.
- The Senior Maintenance Officer requested that Wise Property Care be accepted onto the Approved Contractors list. This was proposed by Hannah McDonald, seconded by Jade McCulloch and approved by Committee.
- All Graphs were noted by Committee.

Acceptance of the report was made by Hannah McDonald, seconded by Steven Gallacher and approved by Committee.

7. Directors Report

7.1 Governance, Finance & Audit Issues

7.1.1 Scottish Housing Regulator - Annual Assurance Statement 2022

Committee noted that the AAS was sent to the SHR in accordance with regulation.

7.1.2 Budget 2023-24

Committee noted the report on the budget and agreed that a Finance Sub-Committee meeting should be held on Wednesday 7th December at 10.30 am.

7.1.3 Tenant Consultation Rent Increase 2023/24

Committee noted the report on the rent consultation.

It was agreed that further discussion would be held at the Finance – Sub-Committee meeting once the draft budget had been completed.

Kate Serries left the meeting at this point

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 12 Feasibility Study

Committee noted the report on Phase 12 Feasibility Study. It was noted that GCC, NRS had given verbal approval for the study to go ahead and they would fund it, however we are awaiting formal written approval before proceeding.

All documents had been uploaded to the GCC HARP system and the Association was awaiting their offer of grant to be sent.

7.2.3 Phase 10 – Abbeycraig Road

Committee were advised that the contract was complete with exception of the GHSCP properties being handed over.

*Office
Manager*

7.2.3 Phase 11 – Abbeygreen Street

Committee were updated on Phase 11 and it was noted that the handovers were expected January 2023.

7.3 General Issues**7.3.1 Christmas 2022**

Committee noted that Santa would be attending the office on 14th December 2022.

7.3.2 Festive Period Office Closure

Committee noted the report on the festive period office closure and proposed acceptance was made by Steven Gallacher, seconded by Helen Black and approved by Committee.

7.3.3 EVH Wage Negotiations 2023 – Employers Ballot Paper

The Director explained the EVH Wage Negotiations ballot paper and letter which had been distributed previously.

After discussion, it was proposed by Joyce Hennessey, seconded by Helen Black and approved by Committee that the Director should agree to the ballot paper being returned to EVH with a yes.

*Director***7.3.4 Christmas Newsletter**

Committee noted that the Christmas Newsletter had been distributed with all festive information for tenants.

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.**FARE**

Committee were advised that FARE had requested a donation for the Christmas Hampers, which they distributed every year.

Committee proposed a donation of £ 2,000 to FARE, this was made by Hannah McDonald, seconded by Audrey Gilfillan and approved by Committee.

Phase 10 Bins

A Committee member asked if a notice could be put up at Phase 10 for the Eurobins. This was agreed and would be done by the Housing Manager.

*Housing Manager***Staff room tv and Committee room chairs**

The Chairperson asked if a new tv could be purchased for the staff room. After discussion this was rejected by Committee.

