

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2022-2023

MEETING: Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 31st January 2023

TIME: 10.30 am

PRESENT:

Audrey Gilfillan	-	Vice-Chairperson
Marie Quinn	-	Secretary
Moira Gilfillan	-	Treasurer
Helen Black	-	Committee Member
Kate Serries	-	Committee Member
Jade McCulloch	-	Committee Member
Joyce Hennessey	-	Committee Member
Maria Oguntayo	-	Committee Member

IN ATTENDANCE:

Kenny Halliday	-	Director
Liz McEachran	-	Depute Director
Liz Cumming	-	Office Manager
David Shaw	-	Senior Maintenance Officer
Pat Long	-	Finance Agent
Karen Bowman	-	Tenant (visitor)

APOLOGIES:

Steven Gallacher	-	Chairperson
Joan Buchanan	-	Committee Member
Jenna Vance	-	Committee Member
Lorraine Keegan	-	Committee Member

NEXT MEETING: 28th February 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 2 matters for a.o.c.b.
4. **Minutes of the Management Committee meeting of 29th November 2022**
Minutes of the Management Committee meeting of 29th November 2022 were distributed prior to the meeting. Acceptance of the minute was proposed by Marie Quinn, seconded by Kate Serries. Committee approved the Minutes.
5. **Matters Arising**
There were no matters arising from these minutes.
6. **Minutes of the Finance Sub-committee meeting of 7th December 2022**
Minutes of the Finance Sub-committee meeting of 7th December 2022 were distributed prior to the meeting. Acceptance of the minute was proposed by Jade McCulloch, seconded by Moira Gilfillan. Committee approved the Minutes.
7. **Property Management Report to 31st December 2022**
7.1 Housing Management Report
The Depute Director went through the report which had been distributed previously.

Each section was explained in detail and Committee noted all points throughout the report.
 - It was noted that the majority of the Shared Ownership arrears is one property which is being dealt with by the Association Solicitors. Committee would be kept updated of any new developments.
 - It was agreed that the Depute Director would organise a visit to Phase 11 properties to enable Committee to see these before they are let.
 - The Association is taking action against two properties where succession has been denied. Committee would be kept up to date of any developments.Acceptance of the report was made by Jade McCulloch, seconded by Helen Black and approved by Committee.
7.2 Maintenance
The Senior Maintenance Officer went through the report which had been distributed previously.

*Depute
Director*

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Minutes of Meeting

Action Date

- Committee noted the repairs statistics.
- Committee noted the insurance claims outstanding.
- Committee were advised that the surveys for Phase 4c kitchen replacements had been completed and a programme of works was being confirmed with a view to a start date in March 2023.
- Committee noted that the electrical safety testing was still ongoing.
- The Senior Maintenance Officer requested that BRC Pest Control & Maintenance be accepted onto the Approved Contractors list. This was proposed by Jade McCulloch, seconded by Kate Serries and approved by Committee.
- It was noted that the Stock Condition Survey had just been completed and a presentation would be done after the report had been analysed.
- A report on ESSH2 would be brought to the next Management Committee meeting.
- Phase 4b metal roofs and windows were discussed and it was noted that FD Roofing & Cladding were looking at these properties and would provide a quote to do remedial works.
- All spend to date and graphs were noted by Committee.

SMO

SMO

Acceptance of the report was made by Helen Black, seconded by Kate Serries and approved by Committee.

8. Directors Report

8.1 Governance, Finance & Audit Issues

8.1.1 Scottish Housing Regulator - Annual Assurance Statement 2022

Committee noted that the AAS was sent to the SHR in accordance with regulation and was also posted on our website.

8.1.2 Tenant Consultation Rent Increase 2023/24

The Director explained the Scottish Government intervention on rent increases and the review which had been announced on 14th January 2023.

It was noted that following the "Rent Consultation" which had been included in the Christmas newsletter and website we had received 3 responses, 2 of which supported the rent increase and 1 felt we should use capital reserves to subsidise rents. It was reasonable to assume therefore that the proposed increase of 4% was acceptable.

Minutes of Meeting

Committee discussed the proposed increase and its implications in detail. The increase was proposed by Helen Black and seconded by Marie Quinn and approved by all Committee

8.1.3 Budget 2023/24

The Finance Agent presented the draft budget which had been updated to include the 4% rent increase, he went through the report in detail. It was noted that the draft budget confirmed that the Association would be able to meet all its financial commitments for the coming financial year.

Proposed acceptance of the budget 2023/24 was made by Audrey Gilfillan, seconded by Marie Quinn. Committee approved the budget.

8.1.4 Quarterly Management Accounts to December 2022

The Director confirmed that quarterly management accounts will be presented at the February meeting.

Kate Serries & Joyce Hennessay left the meeting at this point

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 12 Feasibility Study

Committee noted the report on Phase 12 Feasibility Study. It was noted that the initial meeting of the Study Team had been held to identify timescales and the structure of the study.

Committee would be kept updated on the development of this Study.

8.2.3 Phase 10 – Abbeycraig Road

Committee were advised that the contract was complete, the GHSCP properties were now handed over, but have not been let yet due to the specific care need of the new residents.

8.2.4 Phase 11 – Abbeygreen Street

Committee were updated on Phase 11 and it was noted that the first handovers were expected today.

8.3 General Issues**8.3.1 Covid & Flu restrictions**

Committee noted the report on the measures the Association were taking to try and minimise sickness time through ensuring safety with covid and flu.

8.3.2 Festive Season

Committee noted the amount collected through the Santa day and the raffle was £ 355. After discussion, Committee agreed to top this up to £ 1,000 and donate it to Operation Smile (cleft lip charity).

*Office
Manager*

Minutes of Meeting**Action Date**

This was proposed by Marie Quinn, seconded by Audrey Gilfillan and approved by Committee.

8.3.3 Staffing Issues – Housing Trainee Position

Committee noted that the advert for the Housing Trainee was advertised and the closing date was 17th February 2023.

The Director advised that once applications had been received a Staffing Sub-Committee meeting would be organised to go through them and extract a short-list.

*Director***8.3.4 Staff Appraisals**

Committee noted that staff appraisals would be conducted in February 2023 and a report would also be given to the Staffing Sub-Committee.

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.**SFHA Affiliation**

Committee were asked if they wish to reaffiliate to SFHA for 2023. Acceptance of this was proposed by Jade McCulloch, seconded by Moira Gilfillan and approved by Committee.

30th Anniversary Celebrations

The Director advised that the Association were looking for a working group to organise an event for the 30th Anniversary celebrations.

It was agreed that all committee members would be invited to the initial group meeting and volunteers could bring ideas for the events this year.

12. Date & Time of Next Meeting

The next meeting of the Management Committee will be held on 28th February 2023. There being no further business the meeting closed at 12.15 pm.

Approved: _____



Date: _____