LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2026-2027

MEETING:	Management Committee		
VENUE:	Lochfield Park Housing Association Offices		
DATE:	28th May 2026		
TIME:	10.00 am		
PRESENT:	Marie Quinn (MQ)	-	Secretary
	Joyce Hennessy (JH)	-	Treasurer
	Helen Black (HB)	-	Committee Member
	Joan Buchanan (JB)	-	Committee Member
IN ATTENDANCE:	Liz McEachran (LMc)	-	Director
	Liz Cumming (LC)	-	Office Manager
	Pat Long (PL)	-	Finance Agent
APOLOGIES:	Jade McCulloch	-	Committee Member
	Maria Oguntayo	-	Committee Member
	Moira Gilfillan	-	Committee Member
	Kate Serries	-	Committee Member
	Steven Gallacher	-	Chairperson
	Audrey Gilfillan	-	Vice-Chairperson
NEXT MEETING:	23rd June 2026		

		Action	Date

1. Apologies
Apologies for absence as noted above.

2 Declaration of Interest
There were no declarations of interest.

3. Matters for A.O.C.B.
There were three matters for aocb

4. Minutes of the Management Committee meeting of 28th April 2026
Minutes of the Management Committee meeting of 28th April 2026 were distributed prior to the meeting. Acceptance of the minute was proposed by JB, seconded by JH. Committee approved the Minutes.

5. Property Management Tracker Reports
The Property Management Tracker Reports which had been distributed prior to the meeting were discussed in detail.

Committee noted the reports, a committee member asked if the eviction had gone ahead. The Director advised that a minute of recall had been received at 9.15 am on Tuesday morning and the case will call again on 18th June 2026.

Acceptance of the tracker reports was proposed by MQ, seconded by HB, and approved by Committee.

6. Directors Report
6.1 Finance & Audit Issues
6.1.1 Five Year Financial Projections 2026 (FYFP)
The Finance Agent explained the Five-Year Financial Projections to Committee and went through each section in detail.

Committee noted the report and proposed approval was made by HB, seconded by JB, and approved by Committee.

Committee noted that this would be uploaded to the Regulators portal by the closing date of 31st May 2026.

6.1.2 ARC Return 2025-26
The Director presented all sections of the ARC Return and explained it in detail to Committee.

After discussion, the proposal to accept the ARC Return for 2025/26 was made by MQ, seconded by HB, and approved by Committee.

It was noted that this document would now be submitted to the Scottish Housing Regulator by the due date.

	Action	Date

6.1.3 Internal Audit Tender
Committee noted that the Internal Audit tender had been issued with a return date of 19th June 2026. It was noted that a tender opening would be arranged.

6.1.4 External Auditors
Committee noted that the External Auditors, T C Alexander Sloan was in the office at the moment completing the audit for this year.

6.2 Maintenance Issues
6.2.1 Gas Servicing Contract
The Director advised that a meeting had been held with City Technical to discuss them starting the gas service contract on Monday 1st June 2026. Tenants would now telephone the office and pick an extension which would be diverted to City Technical Call Centre to enable works to be completed.

6.2.2 Out of Hours Contractor
Committee noted the report on the Out of Hours Contractors and discussed the options. It was noted that references had been received.

After discussion, the proposal to use Property One as the Associations Out of Hours Contractor was made by HB, seconded by JB, and approved by Committee. It was noted that this contract would commence on 1st June 2026.

6.2.3 Reactive Repairs Framework
The reactive repairs contractors were now supplying all the necessary documentation to allow the Association to issue work.

6.2.4 Paint Contract
Committee noted that the paint contractor had now been on site 4 weeks and are ahead of schedule. A small number of joinery repairs were identified in the initial phase. Committee would be kept updated.

Committee were advised that the cleaning of the render had been paused due to the poor results. Two further contractors had been asked for costs. An options report would be brough to committee for consideration at the June meeting.

6.3 Development Update
6.3.1 Phase 12 Twinlaw Street
Committee noted that no further progress had been made regarding Phase 12.

6.3.2 Potential Development Opportunity
The Director showed an example of a potential layout of the development and advised that she would contact GCC to ask if they are committed to HAG being available. Committee would be kept updated of any developments.

		Action	Date

6.4 General Issues

6.4.1 Maintenance Officer Recruitment

Committee were advised that the Maintenance Officer would commence employment on Monday 1st June 2026.

6.4.2 Newsletter

Committee noted that the Newsletter was being produced and changes in contractors, gas servicing would be included as soon as these were all in place.

6.4.3 Strategy Review Day – 11th June 2026

Committee noted that Pat and David would be presenting sessions at the Strategy Review Day on the 11th of June 2026. It was noted that this would commence at 10.00 am.

7. Action Tracker

The Director explained the updated Action Tracker and Committee agreed the updated additions.

8. Bacs List – May 2026

The BACS list for April 2026 was presented to the Committee, the Office Manager explained items on the list. Committee noted the bacs list.

9. Freedom of Information / Environmental Information

Committee noted that there had been no FOI / EIR request submitted.

10. Notifiable Events

The Director confirmed that SHR had been accepted the name change of the external auditors and the notifiable event had now been closed.

11. A.O.C.B.

Internal Auditors Draft Report on Void Management

The Director advised that the Void Management report from Cameron Audit had now been received. It was noted that there were no significant problems, and three points were noted which would be changed. Approval of the Void Management report was made by HB, seconded by JH, and approved by Committee.

Grass Cutting

A Committee member asked if the contract for the grass cutting programme could be checked to assess the work which should be done outside of gardens. The Director agreed to discuss this with the Maintenance Manager.

Pocket Park

A Committee member asked if the contractor for the Pocket Park could be asked to uplift the bins as these are not being done regularly.

Minutes of Meeting	*Action*	*Date*
The Director advised that she would ask the maintenance to look into this matter.		
12. Date & Time of Next Meeting It was agreed that the next meeting of the Management Committee will be held on Tuesday 23rd June 2026 at 6.30 pm. There being no further business the meeting closed at 12.30 pm.		

Approved: ____ **Date:**____________