LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2025-2026

MEETING:	Management Committee		
VENUE:	Lochfield Park Housing Association Offices		
DATE:	24th June 2025		
TIME:	10.30 am		
PRESENT:	Steven Gallacher (SG)	-	Chairperson (zoom)
	Audrey Gilfillan (AG)	-	Vice-Chair
	Marie Quinn (MQ)	-	Secretary
	Moira Gilfillan (MG)	-	Treasurer
	Helen Black (HB)	-	Committee Member
	Joyce Hennessy (JH)	-	Committee Member
	Joan Buchanan (JB)	-	Committee Member (zoom)
IN ATTENDANCE:	Liz McEachran (LMcE)	-	Interim Director
	Liz Cumming (LC)	-	Office Manager
APOLOGIES:	Jade McCulloch (JM)	-	Committee Member
	Kate Serries (KS)	-	Committee Member
NEXT MEETING:	26th August 2025		

		Action	Date
1.	**Apologies** Apologies for absence were as noted above.		
2	**Declaration of Interest** There was one declaration of interest.		
3.	**Matters for A.O.C.B.** There were 5 matters for A.O.C.B.		
4.	**Minutes of the Management Committee meeting of 27th May 2025** Minutes of the Management Committee meeting of 27th May 2025 were distributed prior to the meeting. Acceptance of the minute was proposed by MQ, seconded by JH. Committee approved the Minutes.		
5.	**Matters Arising** There were no matters arising from these minutes.		
6.	**Property Management Trackers** The Interim Director went through the Property Management Trackers and explained them in detail. Acceptance of the trackers was proposed by MQ, seconded by AG and approved by Committee.		
7.	**Directors Report**		
7.1	**Finance & Audit Issues** **7.1.1 ARC Return 2024-25** Committee noted the ARC Return for 2024-25 had been submitted to the Scottish Housing Regulator by the closing date. **7.1.2 External Audit 2025** Committee noted the report on the external audit.		
	7.1.3 Options Appraisal The Interim Director advised that the Options Appraisal draft was due on Friday 27th June 2025. Quinn Internal Audit had requested a meeting with the Committee members. It was agreed that Monday 7th July at 6pm would be a suitable time. The Interim Director would advise Quinn Internal Audit of this date.	***Interim Director***	
	7.1.4 Internal Audit Tender Committee were advised that the was no requirement for an Internal Audit tender until July 2026. **7.1.5 Loan Portfolio Return & Treasury Management Report** The Office Manager explained the report and went through each section.		

	Action	Date
Proposed acceptance of the Loan Portfolio Return / Treasury Management Report was made by MQ, seconded by JH and approved by Committee.		
The Office Manager would now ensure that the Loan Portfolio Return would be submitted to the Scottish Housing Regulator by the deadline of 30th June 2025.	***Office Manager***	
7.1.6 Review of Budgetary Control Internal Audit Report Committee noted the final draft internal audit report and prosed acceptance of this report was made by HB, seconded by MG and approved by Committee.	***Interim Director***	
7.2 Development Update **7.2.1 Brucefield Park Empty Homes Project** Committee noted the report on the Brucefield Park properties.		
7.2.2 Phase 12 Twinlaw Street Committee noted that no further updates had been received for Phase 12 Twinlaw Street.		
7.3 Maintenance **7.3.1 Stock Condition Survey** Committee noted that JMP would commence the Stock Condition Survey week beginning the 30th of June 2025. All tenants would receive a letter advising that this company would be in the area working.		
7.3.2 Paint Programme Tender The Interim Director advised that the Paint Programme Tender had been received and would be distributed by the end of June 2025.		
7.4 General Issues **7.4.1 Summer Newsletter** Committee noted the items which would be included within the summer newsletter.		
7.4.2 Recruitment Training Committee agreed the date of 16th July 2025 in the morning for recruitment training with EVH.	***Interim Director***	
8. Action Tracker Committee noted the updated action tracker and agreed with the work to be completed. It was noted that item 16 would be removed.		
9. Bacs List – June 2025 The BACS list for June 2025 was presented to the meeting. The Office Manager explained items on the list.		
Proposed acceptance of the bacs list for June 2025 was made by MG, seconded by JH and approved by Committee.		

		Action	Date
10.	**Freedom of Information / Environmental Information** Committee noted that there were no FOI or EIR's this month.		
11.	**Notifiable Events** There were no notifiable events to record.		
12.	**A.O.C.B.** **Pocket Park** A report from the Maintenance Manager was distributed to the meeting. Committee were advised that the edging in the park would have to be replaced for Health & Safety. Acceptance of the cost to replace the edging in the park was made by MQ, seconded by HB and approved by Committee.		
	Roofs – Phase 4b A report on a roof at Phase 4b was tabled at the meeting. It was noted that this was the third roof in this phase this year and it would be at a cost of £ 16,000 plus vat. Acceptance of this cost was made by AG, seconded by HB and approved by Committee.		
	Policy Approval **Information & Communication Policy** Committee noted that the working group had revised this policy in accordance with UpToDate amendments. Ratification of this policy was made by HB, seconded by SG and approved by Committee.		
	Succession Planning Policy Committee noted that the working group had revised this policy in accordance with UpToDate amendments. Ratification of this policy was made by JB, seconded by MQ and approved by Committee. *MQ left the meeting at this point.*		
	Replacement Heating System – floor coverings Committee noted that the Maintenance Manager had received costings for replacing the laminate flooring in the property which required the new heating system. Committee noted the costs, and acceptance was made by JH, seconded by AG and approved by Committee. *MQ returned to the meeting at this point*		
	SAGE HR Programme A report was tabled on SAGE HR programme for the office to assist with Health & Safety legislation. Proposed acceptance of this programme was made by HB, seconded by JH and approved by Committee.	**Office Manager**	

Minutes of Meeting	*Action*	*Date*
12. Date & Time of Next Meeting The next meeting of the Management Committee will be held on Tuesday 26th August 2025. There being no further business the meeting closed at 12.20 pm.		

Approved: ____ **Date:**____________