LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2025-2026

MEETING:	Management Committee		
VENUE:	Lochfield Park Housing Association Offices		
DATE:	26th August 2025		
TIME:	6.30 pm		
PRESENT:	Audrey Gilfillan (AG)	-	Vice-Chair
	Marie Quinn (MQ)	-	Secretary
	Moira Gilfillan (MG)	-	Treasurer
	Helen Black (HB)	-	Committee Member
	Joyce Hennessy (JH)	-	Committee Member
	Kate Serries (KS)	-	Committee Member
	Maria Oguntayo (MO)	-	Committee Member (zoom)
IN ATTENDANCE:	Liz McEachran (LMcE)	-	Interim Director
	Liz Cumming (LC)	-	Office Manager
APOLOGIES:	Steven Gallacher (SG)	-	Chairperson
	Jade McCulloch (JM)	-	Committee Member
	Joan Buchanan (JB)	-	Committee Member
NEXT MEETING:	30th September 2025		

		Action	Date

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 no matters for A.O.C.B.

4. Minutes of the Management Committee meeting of 24th June 2025
Minutes of the Management Committee meeting of 24th June 2025 were distributed prior to the meeting. Acceptance of the minute was proposed by JH, seconded by HB. Committee approved the Minutes.

5. Matters Arising
There were no matters arising from these minutes.

6. Minutes of the Finance Sub-Committee meeting of 5th August 2025
Minutes of the Finance Sub-Committee meeting of 5th August 2025 were distributed prior to the meeting. Acceptance of the minute was proposed by HB, seconded by JH. Committee approved the Minutes.

7. Property Management Reports
The Interim Director went through the Property Management Reports from the previous meeting.

Acceptance of the trackers was proposed by MQ, seconded by AG and approved by Committee.

7.1 Complaints Report
The Interim Director tabled the Complaints Report from the Housing Manager and explained it in detail.

Committee noted the complaints which had been received in the 3 months to June 2025. Acceptance of this report was proposed by MQ, seconded by AG and approved by Committee.

8. Directors Report
8.1 Governance, Finance & Audit Issues
8.1.1 Options Appraisal
Committee noted that no response had yet been received from the Regulator regarding the Options Appraisal.

8.1.2 Annual Accounts 2024/25
Committee ratified the Annual Accounts which had been approved at the meeting on 5th August 2025.

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8.1.3 Quarterly Management Accounts to 30th June 2025
Committee ratified the Quarterly Management Accounts to 30th June 2025 which had been approved at the meeting on 5th August 2025.

8.1.4 Annual General Meeting 2025
Committee noted the AGM would be held on Thursday 18th September 2025 at 7.00 pm.

8.1.5 Annual Financial Statement
Committee noted the date of the Annual Financial Statement to be returned to the Regulator.

8.1.6 ARC Report 2024/25 (Annual Return of the Charter)
Committee noted the report on the ARC Report.

8.1.7 Cyber Insurance Cover
Committee note that the Cyber Insurance Cover for the Association had been renewed for the coming year.

8.2 Maintenance

8.2.1 Stock Condition Survey
Committee noted that JMP had completed the Stock Condition Survey, and an initial report has been received. The Interim Director explained the report in detail and discussed some of the findings. It was agreed that this would be discussed in depth at the meeting in September. Acceptance of the initial report was proposed by KS, seconded by MG and approved by Committee.

8.2.2 Paint Contract Tender Report
Committee noted that the paint contract tender had been opened on 7th August with 3 committee members, the consultant, the Interim Director and Maintenance Manager. Six companies submitted returns. The Procurement consultant has reviewed each of the returns and the report was tabled at the meeting.

The Interim Director explained the findings of the consultant and explained it in detail. After discussion, proposed acceptance of Mitie Property Services / Bell Group Limited / Dumbreck Decorators Ltd was made by JH, seconded by MG and approved by Committee as the 3 companies to join the framework.

The Interim Director would advise the Procurement Consultant to advise the companies of these approvals.

8.3 Development Update

8.3.1 Brucefield Park Empty Homes Project
Committee noted the report on the Brucefield Park properties.

8.3.2 Phase 12 Twinlaw Street
Committee noted that no further updates had been received for Phase 12 Twinlaw Street.

Minutes of Meeting		Action	Date
8.4	**General Issues** **8.4.1 Summer Newsletter** Committee noted the newsletter was with the printers and would be issued to all tenants as soon as it was received. **8.4.2 Waiting List Review** Committee noted that a waiting list review would commence in early September 2025.		
9.	**Action Tracker** Committee noted the updated action tracker and agreed with the work to be completed.		
10.	**Bacs List – July / August 2025** The BACS list for July 2025 was presented to the meeting. The Office Manager explained items on the list. Proposed acceptance of the bacs list for July 2025 was made by MQ, seconded by HB and approved by Committee. The BACS list for August 2025 was also presented to the meeting. The Office Manager explained items on the list. Proposed acceptance of the bacs list for August 2025 was made by JH, seconded by KS and approved by Committee.		
11.	**Freedom of Information / Environmental Information** Committee noted that 3 FOI requests had been received in July & August, and these had all been completed in line with legislation.		
12.	**Notifiable Events** There were no notifiable events to record.		
13.	**A.O.C.B.** There were no matters of A.O.C.B.		
14.	**Date & Time of Next Meeting** The next meeting of the Management Committee will be held on Tuesday 30th September 2025. There being no further business the meeting closed at 8.15 pm.		

Approved: ____ **Date:**____________