

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2025-2026

- MEETING:** Management Committee
- VENUE:** Lochfield Park Housing Association Offices
- DATE:** 30th September 2025
- TIME:** 6.30 pm
- PRESENT:**
- | | | |
|-----------------------|---|------------------|
| Steven Gallacher (SG) | - | Chair |
| Audrey Gilfillan (AG) | - | Vice-Chair |
| Marie Quinn (MQ) | - | Secretary |
| Joyce Hennessy (JH) | - | Treasurer |
| Moira Gilfillan (MG) | - | Committee Member |
| Helen Black (HB) | - | Committee Member |
- IN ATTENDANCE:**
- | | | |
|----------------------|---|------------------|
| Liz McEachran (LMcE) | - | Interim Director |
| Liz Cumming (LC) | - | Office Manager |
- APOLOGIES:**
- | | | |
|--------------------|---|------------------|
| Joan Buchanan (JB) | - | Committee Member |
| Kate Serries (KS) | - | Committee Member |
- NEXT MEETING:** 28th October 2025

1. **Apologies**
Apologies for absence were as noted above.

- 2 **Declaration of Interest**
There were 3 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 26th August 2025**
Minutes of the Management Committee meeting of 26th August 2025 were distributed prior to the meeting. Acceptance of the minute was proposed by MQ, seconded by AG. Committee approved the Minutes.

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

6. **Property Management Tracker Reports**
The Interim Director went through the Property Management Tracker Reports. The following points were noted:
 - The Shared Ownership arrears have increased as the property in question has still not settled.
 - A succession claim is with our solicitors and has now been appealed 3 times. Legal Action is being dealt with now.
 - Average days to complete work is higher due to a roofing repair which supply of the specialised tiles took longer.

Acceptance of the trackers was proposed by HB, seconded by JH and approved by Committee.

7. **Directors Report**
- 7.1 **Governance, Finance & Audit Issues**
 - 7.1.1 **Options Appraisal**
Committee noted that SHR had confirmed that they do not have any questions or queries on the Options Appraisal.

 - 7.1.2 **Annual Assurance Statement**
Committee noted that this would be brought before the Committee on the 28th October 2025 before the submission date of 31st October 2025.

 - 7.1.3 **Committee Appraisals**
Committee noted that appraisals would be held within the next few weeks and the Chair agreed to advise availability for completing these appraisals.

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Action Date

7.1.4 Annual Audit Review Reports

Committee noted the annual audit review reports and the Interim Director explained the priority scales.

Acceptance of the audit reports was proposed by MG, seconded by MQ and approved by Committee.

7.1.5 SHR Performance Report

Committee noted the SHR Performance Report and the Interim Director explained it in detail. It was noted that this would be published on the Associations website.

7.1.6 Annual Accounts

Committee noted that the annual accounts had been distributed to SHR, OSCR, FCA and all other agencies following the approval at the AGM.

7.1.7 Annual General Meeting 2025

Committee agreed that the AGM had been a success with 31 delegates attending.

It was noted that 1 new committee member had been elected. Therefore the Association has 11 committee members for the coming year.

7.1.8 Designated Signatories

Committee noted that the designated signatories for the Association had to be updated each year. The Office Manager had a designated signatory sheet signed by the Office Bearers and the Interim Director.

7.1.9 SHAPS TPT Review

The Interim Director explained the SHAPS TPT Review for the year and explained that for the first time they pension contributions will be reducing in April 2026.

After discussion it was agreed that the Association would remain having a 50 / 50 split on pension payments with the staff. This was proposed by SG, seconded by HB and approved by Committee.

7.2 Maintenance

7.2.1 Gas Servicing Contract & Reactive Repairs Framework

The Interim Director tabled the costs from the Procurement Consultant to carry- out the tenders for Gas Servicing and Reactive Repairs Framework.

Committee approved the open tender for the Reactive Repairs Framework and a mini tender under Scotland Excel for the Gas Servicing.

This was proposed by AG, seconded by JH and approved by the

Minutes of Meeting**7.2.2 Paint Contract Tender Report**

The Interim Director advised that the 3 contractors which were selected for the paint contract framework had been notified.

It was agreed that the Interim Director and Maintenance Manager now review the various phases due to have work completed and provide a report to Committee.

7.3 Development Update**7.3.1 Brucefield Park Empty Homes Project**

Committee noted the report on the Brucefield Park property.

7.3.2 Phase 12 Twinlaw Street

Committee noted the report on Phase 12 and advised that GCC had now confirmed that they were looking at the Feasibility Study and had some questions. The Interim Director confirmed that these queries were being looked into and would be answered and given to GCC.

7.4 General Issues**7.4.1 Annual Return of the Charter**

Committee noted the report on the Annual Return of the Charter.

8. Action Tracker

Committee noted the updated action tracker and agreed that all work had been completed. It was noted a new tracker would be established for the next 6 months.

9. Bacs List – September 2025

The BACS list for September 2025 was presented to the meeting. The Office Manager explained items on the list.

Proposed acceptance of the bacs list for September 2025 was made by MQ, seconded by HB and approved by Committee.

10. Freedom of Information / Environmental Information

Committee noted that there had been no FOI / EI requests this month.

11. Notifiable Events

There were no notifiable events to record.

12. A.O.C.B.**SHARE Applications**

Committee noted the following Share Membership applications:

Catherine Gow	Annemarie Kelly
Sheree Stitt	Samir Benlakhhal

Acceptance of the applications was proposed by JH, seconded by

SG and approved by Committee.

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Action Date

Marie Quinn left the meeting at this point

Compensation Claim

The Interim Director explained a letter which had been received requesting compensation for floor covering due to numerous leaks in a kitchen.

Committee proposed an ex-gratia payment be made to this tenant due to the inconvenience and damage this work had caused.

This was proposed by HB, seconded by JH and approved by Committee.

Marie Quinn returned to the meeting at this point

The Interim Director and Office Manager left the meeting at this point.

EVH

The Chair explained the Directors vacancy.

The Interim Director and Office Manager returned to the meeting at this point.

13. Date & Time of Next Meeting

The next meeting of the Management Committee will be held on Tuesday 28th October 2025. There being no further business the meeting closed at 8.25 pm.

Approved: _____ **Date:** _____