

# LOCHFIELD PARK HOUSING ASSOCIATION LTD

## MINUTES 2025-2026

- MEETING:** Management Committee
- VENUE:** Lochfield Park Housing Association Offices
- DATE:** 28<sup>th</sup> October 2025
- TIME:** 6.30 pm
- PRESENT:**
- |                       |   |                         |
|-----------------------|---|-------------------------|
| Steven Gallacher (SG) | - | Chairperson             |
| Audrey Gilfillan (AG) | - | Vice-Chairperson        |
| Marie Quinn (MQ)      | - | Secretary               |
| Joyce Hennessy (JH)   | - | Treasurer               |
| Helen Black (HB)      | - | Committee Member        |
| Kate Serries (KS)     | - | Committee Member        |
| Moira Gilfillan (MG)  | - | Committee Member        |
| Joan Buchanan (JB)    | - | Committee Member        |
| Jade McCulloch (JM)   | - | Committee Member (zoom) |
- IN ATTENDANCE:**
- |                     |   |                  |
|---------------------|---|------------------|
| Liz McEachran (LMc) | - | Interim Director |
| Liz Cumming (LC)    | - | Office Manager   |
- APOLOGIES:** Maria Oguntayo (MO) - Committee Member
- NEXT MEETING:** 2<sup>nd</sup> December 2025

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 was 2 matters for A.O.C.B.
  
4.    **Minutes of the Special Management Committee meeting of 30<sup>th</sup> September 2025**  
Minutes of the Special Management Committee meeting of 30<sup>th</sup> September 2025 were distributed prior to the meeting. Acceptance of the minute was proposed by MQ, seconded by MG. Committee approved the Minutes.
  
5.    **Matters Arising**  
There were no matters arising from this meeting.
  
6.    **Minutes of the Management Committee meeting of 30<sup>th</sup> September 2025**  
Minutes of the Management Committee meeting of 30<sup>th</sup> September 2025 were distributed prior to the meeting. Acceptance of the minute was proposed by MQ, seconded by AG. Committee approved the Minutes.
  
7.    **Matters Arising**  
There were no matters arising from this meeting.
  
8.    **Minutes of the Property Management Sub-committee meeting of 21<sup>ST</sup> October 2025**  
Minutes of the Property Management Sub-committee meeting of 21<sup>st</sup> October 2025 were distributed prior to the meeting. Acceptance of the minute was proposed by KS, seconded by MG. Committee approved the Minutes.
  
9.    **Directors Report**  
9.1    **Finance & Audit Issues**  
9.1.1    **Annual Assurance Statement**  
The Interim Director presented the Annual Assurance Statement to Committee and explained each of the 7 Standards. It was noted that a full evidence bank had been collated to inform the Annual Assurance Statement. After discussion and all queries answered, proposal to accept Lochfield Park's Annual Assurance Statement 2025 was made by JM, seconded by HB and approved by the Management Committee.  
  
The Chairperson signed the Assurance Statement on behalf of the Association, and it was confirmed that this would be submitted to the Regulator.

*Interim  
Director*

**3**  
**Minutes of Meeting**

**Action    Date**

**9.1.2 Committee Appraisals**

Committee noted that the Chair had carried out the majority of the appraisals, and these would be completed this week.

A report would be completed and a training plan prepared for the next meeting.

**9.1.3 Budget 2026/27**

Committee noted the report on the budget for 2026-27 and noted that the draft budget would be brought before them once it had been worked through.

**9.1.4 Quarterly Management Accounts to 30<sup>th</sup> September 2025**

The Quarterly Management Accounts to 30<sup>th</sup> September 2025 were discussed with the principal areas for Committee highlighted.

Committee were advised of any variances from budget and noted debtors and creditors.

Acceptance of the Quarterly Management Accounts was proposed by JB, seconded by HB and approved by Committee.

**9.1.5 Annual Report**

Committee noted the report on the Annual Report and noted that this was now on the Associations website and had been distributed to all tenants and service users.

**9.2 Maintenance Issues**

**9.2.1 Gas Servicing Contract & Reactive Repairs Framework**

Committee noted the report on the procurement consultant and the Interim Director advised that they would be kept updated on the progress when available.

**9.3 Development Update**

**9.3.1 Phase 12 Twinlaw Street**

Committee noted that GCC had been in contact regarding the Feasibility Study and they have requested further information, which has been provided. Committee would be kept updated on any progress.

**9.4 General Issues**

**9.4.1 Computer Hardware**

The Interim Director explained the report on the computer hardware and the review which had been completed. Committee noted the costs received from the Associations IT support provider.

After discussion, proposal to accept the quote and upgrade the IT Hardware was proposed by MQ, seconded by JB and approved by the Committee.

*Interim  
Director*

4  
**Minutes of Meeting**

**Action    Date**

**9.4.2 Office Closure over the Festive Period**

Committee noted the report on the closure of the office over the festive period and approved that staff use 2 annual leave days to cover between Christmas and New Year public holidays.

It was also noted that emergency procedures would be in place throughout the period.

**9.4.3 Management Committee Meeting Dates**

Committee noted the report for the next Management Committee meeting, due to take place on the 25<sup>th</sup> November, as there was other events happening that week, it was agreed to change the Management Committee meeting to the 2<sup>nd</sup> of December 2025 which would also allow the Finance Agent to present the draft budget.

This was proposed by HB, seconded by SG and approved by the Committee.

**10. Action Tracker**

The Interim Director explained the updated Action Tracker and explained the additions.

**11. Bacs List – October 2025**

The BACS list for October 2025 was presented to the Committee, the Office Manager explained items on the list.

Proposed acceptance of the bacs list for October 2025 was made by JB, seconded by SG and approved by Committee.

**12. Freedom of Information / Environmental Information**

Committee noted that there had been 1 Freedom of Information request this month regarding pest control.

It was noted that this had been dealt with in accordance with FOI procedures and no further contact had been received.

**13. Notifiable Events**

There were no Notifiable Events this month.

**14. A.O.C.B.**

**14.1 Brucefield Park Empty Property**

The Interim Director explained that there was an empty property being brought to Auction within the next few weeks and it was below a property which the Association already owned. Glasgow City Council had contacted the Association to enquire if we would be interested in looking into the acquisition of this property.

The Interim Director explained that we could get the Home Report and view the property prior to agreeing to participate in the auction.

**Interim  
Director**

**5**  
**Minutes of Meeting**

**Action    Date**

It was noted that the auction would be held before the next Committee meeting.

After discussion, it was agreed that the Association would get the Home Report, view the property and give a report to the Office Bearers, who would have authority to decide on whether to participate in the auction and decide on the top level of the purchase price.

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

**14.2 Christmas Vouchers & Raffle**

Committee discussed organising a Christmas voucher scheme and kids' selection boxes.

Committee proposed giving all 65+ tenants a £ 20 Iceland voucher and all children 8 years and under a selection box.

**15. Date & Time of Next Meeting**

The next meeting of the Management Committee will be held on Tuesday 2<sup>nd</sup> December 2025. There being no further business the meeting closed at 8.40 pm.

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_