

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2025-2026

- MEETING:** Management Committee
- VENUE:** Lochfield Park Housing Association Offices
- DATE:** 2nd December 2025
- TIME:** 10.30 am
- PRESENT:**
- | | | |
|-----------------------|---|-------------------------|
| Steven Gallacher (SG) | - | Chairperson |
| Audrey Gilfillan (AG) | - | Vice-Chairperson |
| Marie Quinn (MQ) | - | Secretary |
| Joyce Hennessy (JH) | - | Treasurer |
| Helen Black (HB) | - | Committee Member |
| Moira Gilfillan (MG) | - | Committee Member |
| Maria Oguntayo (MO) | - | Committee Member |
| Joan Buchanan (JB) | - | Committee Member (zoom) |
- IN ATTENDANCE:**
- | | | |
|---------------------|---|------------------|
| Liz McEachran (LMc) | - | Interim Director |
| Liz Cumming (LC) | - | Office Manager |
| Pat Long (PL) | - | Finance Agent |
- APOLOGIES:**
- | | | |
|---------------------|---|------------------|
| Jade McCulloch (JM) | - | Committee Member |
| Kate Serries (KS) | - | Committee Member |
- NEXT MEETING:** 27th January 2026

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 Management Committee meeting of 28th October 2025**
Minutes of the Management Committee meeting of 28th October 2025 were distributed prior to the meeting. Acceptance of the minute was proposed by AG, seconded by JH. Committee approved the Minutes.

5. **Matters Arising**
There were no matters arising from this meeting.

6. **Minutes of the Special Management Committee meeting of 17th November 2025**
Minutes of the Special Management Committee meeting of 17th November 2025 were distributed prior to the meeting. Acceptance of the minute was proposed by MQ, seconded by MG. Committee approved the Minutes.

7. **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 MO and approved by Committee.

8. **Directors Report**
 - 8.1 **Finance & Audit Issues**
 - 8.1.1 **Annual Assurance Statement**
Committee noted that the Annual Assurance Statement had been submitted to the Regulator and published on the Association's website. It would also be included in the winter newsletter.

 - 8.1.2 **Committee Appraisals**
Committee noted that all Committee appraisals were now completed and the full report with proposed training brought to the January 2026 meeting.

 - 8.1.3 **Budget 2026/27**
The Finance Agent presented the draft budget for 2026/27 to the Committee. He went through each section of the budget explaining, the statement of comprehensive income, statement of financial position, performance analysis and covenants.

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Minutes of Meeting

Action Date

The Interim Director tabled a 30 year projection showing the amount of planned maintenance spend which would be needed to allow the relevant works to be completed within the next 5 years.

A rent comparison for several other Associations was also tabled, indicating their proposed increase for next year as a comparison.

Committee discussed the various potential increases and noted the effect that each would have on the Association's budget and to tenant's rents.

After discussion, it was agreed that an increase of 5.8% should be looked at as the minimum required to proposed expenditure next year.

Committee agreed that a rent increase of 5.8% be proposed in the upcoming Tenant Consultation explaining to tenants the need for this increase. This was proposed by JMc seconded by HB and approved by Committee.

Committee noted that this was a draft budget until formally approved by committee in January after the Tenant Consultation had been completed.

Maria Oguntayo left at this point

8.1.4 Tenant Consultation Rent Increase

The Interim Director explained the success of the last rent consultation and it was agreed that this year should also be through CX Feedback software.

Committee agreed that a rent increase of 5.8% be proposed in the upcoming Tenant Consultation explaining to tenants the need for this increase and what works this would enable the Association to carry out. This was proposed by MQ seconded by AG and approved by Committee.

8.1.5 Annual Report

Committee noted that the Annual Report had been distributed to all tenants and published on the Association website.

Marie Quinn left the meeting at this point.

**8.1.6 High Interest Savings
Virgin Money**

Committee noted that the Term Deposit with Virgin Money had been increased to £ 2 million from 2nd December 2025 for 12 months at an interest rate of 4%.

It was agreed that the Nationwide Investment account would be discussed in the new year.

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Action Date

- 8.2 Maintenance Issues**
- 8.2.1 Gas Servicing Contract & Reactive Repairs Framework**
Committee noted that the procurement consultant advised that full timetables for the tender and draft documents would be available mid-December with the Maintenance Framework in place by 1st April 2026.
- 8.2.2 Phase 4b Roofs**
Committee noted that the 1st of the Phase 4b roofs had been completed and work had commenced on the 2nd roof.
- 8.3 Development Update**
- 8.3.1 Phase 12 Twinlaw Street**
Committee noted that no update had been received regarding Phase 12.
- 8.3.2 Brucefield Park – Empty Homes**
Committee noted that the property in 1 Dunphail Drive had been visited and was in poor condition. It was agreed that the Association would not pursue the purchase.
- 8.4 General Issues**
- 8.4.1 Christmas Vouchers & Selection Boxes**
It was noted that the distribution of the vouchers and selection boxes for the qualifying tenants would commence on 15th December 2025.
- 8.4.2 Christmas Newsletter**
Committee noted the report on the Christmas Newsletter. It was agreed that an article regarding the Director recruitment should also be included.
- It was also agreed that a Christmas Tree Competition should be included within the newsletter as a fun thing for the community to join in with, sending in pictures of their Christmas Trees.
- 9. Action Tracker**
The Interim Director explained the updated Action Tracker and explained the additions.
- 10. Bacs List – November 2025**
The BACS list for November 2025 was presented to the Committee, the Office Manager explained items on the list.
- Proposed acceptance of the bacs list for November 2025 was made by HB, seconded by SG and approved by Committee.
- 11. Freedom of Information / Environmental Information**
Committee noted that there had been 1 Freedom of Information request this month and this was being dealt with at the moment.

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Action Date

12. Notifiable Events

There were no Notifiable Events this month.

13. A.O.C.B.

13.1 Wee Betty's Café

Committee noted that a letter of support had been received from Wee Betty's Café to enable them to hold a Boxing Day dinner for elderly, homeless and vulnerable people.

Proposal to donate £ 150 to this worthwhile cause was made by AG, seconded by JH and approved by Committee.

13.2 Alexander Sloan Accountants

The Interim Director advised that the Auditors, Alexander Sloan had merged with another organisation and would now be called T C Alexander Sloan. This was noted by Committee.

14. Date & Time of Next Meeting

The next meeting of the Management Committee will be held on Tuesday 27th January 2026. There being no further business the meeting closed at 12.10 pm.

**Office
Manager**

Approved: _____ **Date:** _____