

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2025-2026

- MEETING:** Management Committee
- VENUE:** Lochfield Park Housing Association Offices
- DATE:** 27th January 2026
- 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 |
| Kate Serries (KS) | - | Committee Member |
| Joan Buchanan (JB) | - | Committee Member (zoom) |
- IN ATTENDANCE:**
- | | | |
|---------------------|---|----------------|
| Liz McEachran (LMc) | - | Director |
| Liz Cumming (LC) | - | Office Manager |
- APOLOGIES:**
- | | | |
|---------------------|---|------------------|
| Jade McCulloch (JM) | - | Committee Member |
| Maria Oguntayo (MO) | - | Committee Member |
| Moira Gifillan (MG) | - | Committee Member |
- NEXT MEETING:** 24th February 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 were no matters for aocb

4. **Minutes of the Management Committee meeting of 2nd December 2025**
Minutes of the Management Committee meeting of 2nd December 2025 were distributed prior to the meeting. Acceptance of the minute was proposed by MQ, seconded by JB. Committee approved the Minutes.

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

6. **Minutes of the Property Management Sub-committee meeting of 20th January 2026**
Minutes of the Property Management Sub-committee meeting of 20th January 2026 were distributed prior to the meeting.

A committee member asked for an update of the eviction. It was confirmed that decree had been received and a date for the Sheriff Officers was now being arranged. Committee would be kept informed of any progress with this matter.

Acceptance of the minute was proposed by HB, seconded by SG. Committee approved the Minutes.

7. **Directors Report**
 - 7.1 **Finance & Audit Issues**
 - 7.1.1 **Internal Audit**
Committee noted that an internal audit on Void policy and procedures was due to commence on 26th February 2026.

Committee noted that a notification had been received from the Internal Auditors to advise of a rebrand to Cameron Audit Ltd. The Association registered this as a notifiable event with the Regulator. The Regulator confirmed that they required no further information and the event has now been closed.

The Director advised that the Association contract for Interna Audit services was due to finish in July 2026, a new tender would be prepared for this service and brought before Committee for review.
 - 7.1.2 **Committee Appraisals**
The Director tabled a report on the Committee Appraisals and recommended training.

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Committee went through the main points of the report and felt that this was a true reflection of how the Committee members felt and what they needed to enable them to keep up to date with legislation.

It was agreed that Finance, Whistleblowing, Committee Code of Conduct and Equalities training would be organised, the Director advised that she would get dates to establish the best times for all Committee.

Director

7.1.3 Tenant Consultation Rent Increase

The Director tabled the results from the Rent Consultation which had been distributed in December and January to the tenants.

Committee noted that responses had been received from 101 tenants. Each question was discussed in detail, and it was noted that:

- the majority of tenants felt that Lochfield Park provided good value for money, reactive repairs was the most important service, the Association should build houses to meet demand.

- It was felt that the Association invests in its properties and was a good place to live.

- The majority of tenants felt that 5.8% rent increase was a reasonable level.

Committee felt that the Association should promote itself more to the tenants and keep them updated on repairs, improvements, and events, with all means of communication at their disposal.

Proposed acceptance of this report was made by JB, seconded by HB, and approved by Committee.

7.1.3 Budget 2026/27

The draft budget for 2026/27 was presented to Committee with the 5.8% rent increase included.

Committee reviewed the budget and discussed the spend and proposed works to be completed this financial year.

The 30-year projection sheet was tabled and explained in detail. Committee noted the major works which were needed over the next 5 years.

The Director also tabled a report on the proposed paint programme for 2026/2027. Committee discussed the reason for the paint programme and the window replacement programme which would commence in 2027.

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The Director advised that due to the Open market framework which had been completed in 2025, the costs were already tendered for and enabled the Association to budget accordingly.

The breakdown of costs were noted and it was agreed that the Contractor should start pre-painterwork surveys as soon as possible to identify any repairs which had to be done before the contract started. Costs for this work would be brought to the February meeting for approval.

Committee noted that the contractor also be asked to submit costs for gutter cleaning before the paint contract commenced for approval.

Proposed recommendation that this year's paint programme is carried out by Mitie was made by AG, seconded by JH and approved by Committee.

After discussion, it was agreed that an increase of 5.8% would be the rent increase for 2026/27.

Proposed acceptance of the budget for 2026/27 was made by JH, seconded by HB and approved by Committee.

7.1.5 Entitlements, Payments & Benefits

Committee noted SFHA have reviewed and updated the Entitlement, Payments & Benefits model policy. It was agreed that this would be reviewed, the Associations policy updated in line with the recommendations and would be brought to the February meeting.

7.1.6 Regulator Risk Assessment

The Director explained the email from the Regulator as part of their risk assessment process. It was noted that the level of detail contained in the Associations Management Committee minutes was not sufficient enough to reflect discussions taking place. It was noted that this would be reviewed and amended in line with guidance.

The Regulator also asked for confirmation that no notifiable events had happened during the year. This was confirmed however it was noted that since this enquiry 2 notifiable evens had been registered.

7.2 Maintenance Issues

7.2.1 Gas Servicing Contract & Reactive Repairs Framework

Committee noted that the procurement consultant is working on the draft tender documents for the Reactive Repairs Framework. It was also noted that discussions on the Gas Servicing contract were

ongoing with a view to the process being complete by July 2026.

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7.2.2 Phase 4b Roofs

Committee noted that the approved work on the Phase 4b roofs had been completed.

7.3 Development Update

8.3.1 Phase 12 Twinlaw Street

Committee noted that no further progress had been made regarding Phase 12, the Director advised that she would be contacting GCC for an update.

7.3.2 Brucefield Park – Empty Homes

Committee noted that no further properties had been identified in Brucefield Park. Committee would be advised if any potential properties became available.

7.4 General Issues

7.4.1 Christmas Vouchers & Selection Boxes

It was noted that the distribution of the vouchers and selection boxes had been completed.

7.4.2 Christmas Newsletter

Committee noted the Christmas Newsletter had been distributed and the rent consultation had also been included.

7.4.3 Donation Request

The Director read out the donation request from Easterhouse Sports Centre “Lead the Change” programme.

Committee discussed this and confirmed that they would be unable to fund a medium-term paid training programme but felt that a one-off donation of £ 500 would assist this group.

It was agreed that the Director contact this group and advise them of the decision.

Director

8. Action Tracker

The Director explained the updated Action Tracker and Committee agreed the updated additions.

9. Bacs List – December 2025 / January 2026

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

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

The BACS list for January 2026 was presented to the Committee, the Office Manager explained items on the list.

Proposed acceptance of the bacs list for January 2026 was made by JH, seconded by HB and approved by Committee

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| 10. | Freedom of Information / Environmental Information
Committee noted that there had been on requests for FOI & EIR in December or January. | |
| 11. | Notifiable Events
1. The Chair explained, in line with regulatory requirements he submitted a notifiable event to the regulator advising of the successful conclusion of the recruitment of the Associations new permanent Director.

The regulator was advised on Monday 19 th January 2026 through the landlord portal as well as a secondary email to the Associations regulation manager. The notifiable event has now been closed with no further action required.

2. The Director confirmed the notifiable event of the rebrand of the Internal Auditor, Cameron Audit Ltd. Committee were advised that the Regulator required no further information, and the event was now closed. | |
| 12. | A.O.C.B.
There were no matters for a.o.c.b. | |
| 13. | Date & Time of Next Meeting
It was agreed that the next meeting of the Management Committee will be held on Tuesday 24 th February 2026 at 6.30pm. There being no further business the meeting closed at 12.10 pm. | |

Approved: _____ **Date:** _____