

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2018-2019

MEETING: Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 30th April 2019

TIME: 6.30 pm

PRESENT:

[REDACTED]

IN ATTENDANCE: Kenny Halliday - Director
Liz Cumming - Office Manager

APOLOGIES:

[REDACTED]

NEXT MEETING: 28th May 2019

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

The Chairperson welcomed Helen Black to her first meeting of the Management Committee.
- 2 **Declaration of Interest**
There was no declarations of interest.
3. **Matters for A.O.C.B.**
There was one matter for a.o.c.b.
4. **Minutes of the Management Committee Meeting of 26th March 2019**
Minutes of the Management Committee meeting of 26th March 2019 were distributed prior to the meeting. Acceptance of the minute was proposed by [REDACTED], seconded by [REDACTED]. Committee approved the Minutes.
5. **Matters Arising**
There were no matters arising from these minutes.
6. **Minutes of the Special Property Management Sub-Committee meeting of 18th April 2019**
Minutes of the Special Property Management Sub-Committee meeting of 18th April 2019 were distributed prior to the meeting. Acceptance of the minutes was proposed by [REDACTED], seconded by [REDACTED]. Committee approved the Minutes.
7. **Minutes of the Property Management Sub-Committee meeting of 18th April 2019**
Minutes of the Property Management Sub-Committee meeting of 18th April 2019 were distributed prior to the meeting. Acceptance of the minutes was proposed by [REDACTED], seconded by [REDACTED]. Committee approved the Minutes.
8. **Directors Report**
 - 8.1 **Finance & Audit Issues**
 - 8.1.1 **Review of Performance 2018/19**
The Director presented the Review of Performance for 2018 / 19 to Committee and went through each section in detail.

The Director explained the report to Committee and each part of the report was discussed in detail.

Committee noted the amount of work which the Association had completed this year and also the priorities for the next 12 months.

Proposed acceptance of the Review of Performance report was made by [REDACTED], seconded by [REDACTED]. This was approved by Committee.

	Action	Date
<p>8.1.2 Property Management Review 2018 / 19 Committee noted the report on the Property Management Review 2018 / 19.</p> <p>8.1.3 Business Plan Review 2019-2022 Committee noted the Business Plan Review 2019-2022.</p> <p>8.1.4 Strategy Review Day 27th March 2019 Committee noted the report on the Strategy Review Day and agreed that this had been a very worthwhile day and very interesting.</p> <p>8.1.5 Training & Policy Review 2019 / 20 Committee noted the report on the Training & Policy Review and it was noted that the SHARE training booklet would be distributed to all Committee to enable them to see if there was any training of interest to them.</p> <p>8.2 Development Update</p> <p>8.2.1 Brucefield Park Empty Homes Committee noted the report on the Compulsory Purchase order and the Director advised that no communication had been received yet from the owner.</p> <p>8.2.2 Strategy & Development Funding Plan 2019 – 2022 The Director updated Committee on the meeting which he had attended at DRS regarding future planned developments. It was noted that the Association would be working towards site starts in both Phase 10 and Phase 11 in this financial year.</p> <p>8.3 General Issues</p> <p>8.3.1 EHRA Update Committee noted that no report was available regarding EHRA at this time.</p> <p>8.3.2 Staff Appraisals 2018 / 19 Committee noted that the staff appraisals had went well and noted that staff sick leave totalled 2.05 % of total working days this year.</p> <p>It was noted that a report would be given to the Staffing Sub-Committee at their next meeting.</p> <p>8.3.3 New Staff Member Committee noted that the Senior Housing Officer, Laura Smith would commence employment on the 7th May 2019.</p> <p>8.3.4 Eviction Case 0887 The Director explained the Eviction Case to Committee and advised that all confirmed that all relevant agencies had been notified of the impending eviction.</p>		Office Manager

	<i>Action</i>	<i>Date</i>
<p>The Management Committee approved the implementation of the Decree, this was proposed by [REDACTED] and seconded by [REDACTED].</p>		
<p>8.3.5 Rent Analysis & Peer Group Comparison 2019 The Director tabled the report from the Housing Manager showing rent analysis and peer group comparisons for the EHRA groups. Committee noted this report.</p>		
<p>9. E.H.R.A. & Other Groups It was noted that there were no reports this month.</p>		
<p>10. Consultation Documents There were no consultation documents for this month.</p>		
<p>11. Correspondence / Cheque – BACS list / SHARE Applications Correspondence EVH Legal Cover The Director explained correspondence from EVH regarding legal cover for all Associations (Employers) which was called Member Protect. It was agreed that the Director would attend the information seminars on 14th May 2019.</p>	<i>Director</i>	
<p>EVH Governing Body One Day Seminar It was agreed that 2 places would be booked on this seminar of Sunday 12th May 2019.</p>	<i>Office Manager</i>	
<p>Cheque – BACS list for April 2019 Acceptance of the Cheque list & BACS list for April 2019 were proposed by [REDACTED], seconded by [REDACTED] and approved by Committee.</p>		
<p>SHARE Applications Committee noted the following Share membership application: [REDACTED]</p>		
<p>Acceptance of the application was proposed by [REDACTED], seconded by [REDACTED] approved by Committee. The new member would receive a Share Certificate and a copy of the Rules.</p>		
<p>12. A.O.C.B. Fire Safety Regulations A report on Fire Safety Regulations was tabled from the Maintenance Manager.</p>		
<p>The Director explained the report in detail. After lengthy discussion it was agreed that Lochfield Park should purchase the alarms themselves.</p>	<i>Maint Manger</i>	

5
Minutes of meeting

	Action	Date
It was also agreed that the Maintenance Manager should get costs to supply & fit the alarms and also just fit them to enable the Association to make a comparison on costs.	<i>Maint Manager</i>	
13. Date & Time of Next Meeting The next meeting of the Management Committee would be on Tuesday 28 th May 2019 at 6.30 pm in the Associations office. There being no further business the meeting closed at 8.00pm		

Approved: _____ **Date:** _____