

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2021-2022

MEETING: Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 28th September 2021

TIME: 11.00 am

PRESENT:

Steven Gallacher	-	Chairperson
Ann Whitley	-	Vice-Chairperson
Moira Gilfillan	-	Treasurer
Marie Quinn	-	Secretary
Kate Serries	-	Committee Member
Michelle Lavery	-	Committee Member

IN ATTENDANCE:

Kenny Halliday	-	Director
Liz McEachran	-	Depute Director
Liz Cumming	-	Office Manager

APOLOGIES:

Hannah McDonald	-	Committee Member
Audrey Gilfillan	-	Committee Member
Joan Buchanan	-	Committee Member
Jade McCulloch	-	Committee Member
Helen Black	-	Committee Member

NEXT MEETING: 26th October 2021

1. **Apologies**
Apologies for absence were as noted above.
- 2 **Declaration of Interest**
There were 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 31st August 2021**
Minutes of the Management Committee meeting of 31st August 2021 were distributed prior to the meeting. Acceptance of the minute was proposed by Ann Whitley, seconded by Michelle Lavery. Committee approved the Minutes.
5. **Matters Arising**
There were no matters arising from these minutes.
6. **Property Management Report – August 2021**
 - 6.1 **Property Management Report**
The Depute Director went through the report which had been distributed previously.

Each section was explained in detail and Committee noted all points throughout the report.

Acceptance of the report was proposed by Marie Quinn, seconded by Kate Serries and approved by Committee.
7. **Directors Report**
 - 7.1 **Governance, Finance & Audit Issues**
 - 7.1.1 **Annual Assurance Statement 2021**
The Director explained the Annual Assurance Statement to Committee and went through the statement in detail. Committee noted that the Association continues to meet regulatory requirements and has no areas of non-compliance.

Proposed acceptance of the Annual Assurance Statement was made by Marie Quinn, seconded by Michelle Lavery.

Committee approved the Annual Assurance Statement and the Chairperson signed the document on behalf of the Association.

It was noted that this would be sent to the Regulator and would be published on the Association's website.
 - 7.1.2 **Annual General Meeting 2021**
Committee noted the report on the Annual General meeting and agreed it had been a success with 30 members in attendance.

7.1.3 Special General Meeting 2021

Committee noted the report on the Special General meeting. Committee noted that the new rules, which had been adopted at the meeting, would now be published on our website and made available to SHR, OSCR, FCA and other interested parties.

7.1.4 Budget 2022-23

Committee noted the report on the budget 2022-23.

7.1.5 ARC Report 2021 (Annual Return on the Charter)

Committee noted the report on the Annual Return on the Charter and noted that this would be distributed to all tenants as soon as received.

7.2 Development Update**7.2.1 Brucefield Park Empty Homes**

Committee noted the report on Brucefield Park Empty Homes. The Director advised that the 3 CPO's were going ahead. Committee would be kept informed of the progress

7.2.2 Phase 10 – Abbeycraig Road

Committee noted that progress was now approximately 9 weeks behind due to utility companies and supplies. Committee would be kept updated of progress.

7.2.3 Phase 11 – Abbeygreen Street

Committee noted the report on the funding for Phase 11. The Director advised that the Care Home were currently having building work done and he was in discussion with the owners regarding the site.

7.2.5 Phase 12 – Twinlaw Street

Committee noted that report on Phase 12 – Twinlaw Street and were advised they would be kept informed of any progress.

7.3 General Issues**7.3.1 Photocopier Services**

Committee noted that the Photocopier had now been ordered and all paperwork signed. It was noted that the new copier should be in place within 4-6 weeks.

8. Freedom of Information / Environmental Information

Committee were advised that there were no FOI or Environmental information requests this month.

9. Notifiable Events

There were no notifiable events to record

10. A.O.C.B.**Anti-Social Behaviour**

A committee member asked if any progress had been made on an anti-social behaviour issue which had been noted. The Director advised that this was being dealt with by Housing Management and Committee would be kept advised of any progress.

Minutes of Meeting**Action Date**

It was noted that FARE were no longer running clubs for young people and committee asked if it could be arranged that a representative from FARE be invited to a Management Committee meeting to update on the projects which they are working on for the area.

*Director***11. Date & Time of Next Meeting**

The next meeting of the Management Committee will be held on 26th October 2021. There being no further business the meeting closed at 12.10pm

Approved: _____ **Date:** _____