

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2021-2022

- MEETING:** Management Committee
- VENUE:** Lochfield Park Housing Association Offices
- DATE:** 30th November 2021
- TIME:** 10.30 am
- PRESENT:**
- | | | |
|------------------|---|------------------|
| Steven Gallacher | - | Chairperson |
| Ann Whitley | - | Vice-Chairperson |
| Moira Gilfillan | - | Treasurer |
| Marie Quinn | - | Secretary |
| Kate Serries | - | Committee Member |
| Michelle Lavery | - | Committee Member |
| Hannah McDonald | - | Committee Member |
| Joan Buchanan | - | Committee Member |
| Jade McCulloch | - | Committee Member |
| Audrey Gilfillan | - | Committee Member |
- IN ATTENDANCE:**
- | | | |
|----------------|---|-----------------|
| Kenny Halliday | - | Director |
| Liz McEachran | - | Depute Director |
| Liz Cumming | - | Office Manager |
- APOLOGIES:** Helen Black - Committee Member
- NEXT MEETING:** 25th January 2022

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 were 2 matters for a.o.c.b.

4. Minutes of the Management Committee meeting of 26th October 2021

Minutes of the Management Committee meeting of 26th October 2021 were distributed prior to the meeting. Acceptance of the minute was proposed by Marie Quinn, seconded by Hannah McDonald. Committee approved the Minutes.

5. Matters Arising

There were no matters arising from these minutes.

6. Property Management Report to 31st October 2021

The Depute Director presented the Property Management Report to 31st October 2021.

The following points were noted:

- Non-technical arrears were 3.6% of net rent receivable. There was an arrear of over £ 3,000 which had been to court and was now continued for a further 5 weeks. Committee would be kept updated on this case.
- Technical Arrears increased during the period due to the 4 weekly payment, which would be rectified by year end.

All other sections of the Housing Management report were discussed and explained in detail.

The maintenance section of the Property Management Report was explained and noted by Committee.

It was noted that 2 insurance claims had been made, both relating to sub-floor leaks.

It was noted that the paint programme was well underway and gutters in these phases would be completed at the same time.

All other sections of the Maintenance Report were discussed and explained in detail.

Proposed acceptance of the Property Management Report was made by Marie Quinn, seconded by Kate Serries and approved by the Committee.

7. Directors Report

7.1 Governance, Finance & Audit Issues

7.1.1 Scottish Housing Regulator - Annual Assurance Statement 2021

Committee noted that the Annual Assurance Statement had been sent to the Scottish Housing Regulator.

7.1.2 Budget 2022/23

Committee noted the report on the budget and agreed the week beginning the 6th of December 2021 for the Finance Sub-Committee meeting.

7.1.3 Tenant Consultation – Rent Increase 2022/23

The Director explained the report on the Tenant Consultation – Rent Increase 2022/23.

Committee discussed each section of the report and agreed that the consultation would be included in the winter newsletter and approved the same.

7.1.4 Quarterly Management Accounts to September 2021

The Director went through the Quarterly Management Accounts to 30th September 2021 and highlighted the main areas for Committee. Committee were advised of any variances from budget and debtors and creditors.

Acceptance of the Quarterly Management Accounts was proposed by Ann Whitley, seconded by Joan Buchanan and approved by Committee.

7.2 Development Update

7.2.1 Brucefield Park Empty Homes

Committee noted the report on Brucefield Park Empty Homes. They noted that the 3 CPO's were still proceeding. Committee would be kept informed of the progress

7.2.2 Strategy & Development funding Plan

Committee noted the report on the Strategy & Development Funding Plan.

7.2.3 Phase 10 – Abbeycraig Road

Committee noted that progress was now approximately 9 weeks behind. It was noted that properties were not expected to be handed over until end of January 2022. Committee would be kept updated of progress.

7.2.4 Phase 11 – Abbeygreen Street

Committee noted the report on the funding for Phase 11 and that they were progressing well with groundworks and building foundations.

7.3 General Issues**7.3.1 Christmas 2021**

Committee noted the report on Christmas events for 2021:

- Christmas Lights Competition
- Christmas vouchers for kids
- Christmas vouchers for elderly

It was agreed to donate £ 2,000 to FARE towards the Christmas Hampers for senior citizens.

These were proposed by Audrey Gilfillan, seconded by Kate Serries and approved by Committee.

7.3.2 Staffing Issues

The Director explained the report on the staffing issues and after discussion it was agreed that the post of Housing Assistant should be advertised. This was proposed by Marie Quinn, seconded by Ann Whitley and approved by Committee.

Committee noted that the Director would undertake a review of the existing staff structure and make recommendations to committee on the requirements and bring a report to the January 2022 meeting.

7.3.3 Festive Period Office Closure

Committee noted the report on the festive period office closure and proposed acceptance was made by Steven Gallacher, seconded by Kate Serries and approved by Committee.

7.3.4 Howard Dales Retirement

Committee noted the report on the retirement of Howard Dales and it was agreed that small lunch should be arranged to enable Committee to say goodbye.

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.**Bulk Uplift**

The Depute Director tabled a report on bulk uplift and explained it in detail.

Committee discussed the report and proposed acceptance of a trial period of 3 months, to find out how much it is costing and how it is going was proposed by Marie Quinn, seconded by Jade McCulloch and approved by Committee.

Minutes of Meeting**Action Date****Anti-Social Behaviour**

A Committee member asked if any more progress had been made on the problems with anti-social behaviour in the area. The Depute Director advised that this was being looked into and Committee would be kept up-to-date with any progress.

11. Date & Time of Next Meeting

The next meeting of the Management Committee will be held on 25th January 2022. There being no further business the meeting closed at 12 noon.

Approved: _____ **Date:** _____