

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2022-2023

MEETING: Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 28th March 2023

TIME: 10.30 am

PRESENT:

| | | |
|------------------|---|------------------|
| Audrey Gilfillan | - | Vice-Chairperson |
| Marie Quinn | - | Secretary |
| Helen Black | - | Committee Member |
| Kate Serries | - | Committee Member |
| Joyce Hennessy | - | Committee Member |
| Maria Oguntayo | - | Committee Member |
| Karen Bowman | - | Committee Member |

IN ATTENDANCE:

| | | |
|----------------|---|----------------------------|
| Kenny Halliday | - | Director |
| Liz McEachran | - | Depute Director |
| Liz Cumming | - | Office Manager |
| David Shaw | - | Senior Maintenance Officer |
| Laura Smith | - | Housing Manager |

APOLOGIES:

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|------------------|---|------------------|
| Steven Gallacher | - | Chairperson |
| Maira Gilfillan | - | Treasurer |
| Jenna Vance | - | Committee Member |
| Lorraine Keegan | - | Committee Member |
| Hannah McDonald | - | Committee Member |
| Joan Buchanan | - | Committee Member |
| Jade McCulloch | - | Committee Member |

NEXT MEETING: 25th April 2023

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 matters for a.o.c.b.
4. **Minutes of the Management Committee meeting of 28th February 2023**
Minutes of the Management Committee meeting of 28th February 2023 were distributed prior to the meeting. Acceptance of the minute was proposed by Marie Quinn, seconded by Helen Black. Committee approved the Minutes.
5. **Matters Arising**
There were no matters arising from these minutes.
6. **Property Management Report to 31st January 2023**
 - 6.1 **Housing Management Report**
The Housing Manager went through the report which had been distributed previously.

Each section was explained in detail and Committee noted all points throughout the report.
 - It was noted that the majority of the Shared Ownership arrears related to one property which is being dealt with by the Association Solicitors. Committee would be kept updated of any progress with the case.
 - Committee noted that all the new build properties had now been let with the exception of the HSCP properties.
 - Committee noted that the waiting list now had 1204 applicants.
 - Committee noted that the eviction which was discussed at the previous meeting had now been completed and the property had been vacated before the eviction took place.
 - It was also noted that the second non-succession case was due to be heard at Court on 26th April 2023.
 - The Housing Manager tabled a "Reconciliation of Former Tenants Debits, Credits to Year End 2022/23", these were discussed in detail.

Proposed acceptance of the Former Tenants Debits and Credits to Year End 2022/23 was proposed by Marie Quinn, seconded by Audrey Gilfillan, and approved by Committee.

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Minutes of Meeting

Action Date

The report on Small Balances would be brought to the next meeting after the Housing Benefit 13th payment had been received in April 2023, this was noted by Committee.

Acceptance of the report was proposed by Helen Black, seconded by Marie Quinn, and approved by Committee.

6.2 Maintenance

The Senior Maintenance Officer went through the report which had been distributed previously.

- Committee noted the repairs statistics.
- Committee noted that there was 1 insurance claim outstanding for the year.
- Committee were advised that the surveys for Phase 4c kitchen replacements had been completed. Tenants had been contacted to pick their colour choices. Once this was completed the start date would be within 6 – 8 weeks from then.
- It was noted that work was still ongoing on 3 Brucefield Park properties.
- It was confirmed that the Gutter Cleaning contract had now been completed.
- It was noted that the Phase 8 Nuaire Sunwarm System maintenance had now been completed.
- Committee noted that the electrical safety testing was due to be completed by the weekend. The last 18 were arranged for the rest of this week.
- Committee noted that the Ground Maintenance Contract for 2023/24 was due to commence in April 2023. Clyde Valley Landscapes had advised that they would have to increase costs by 5% this year, they had not had an increase for the past 2 years. Also noted was that Phase 10 and 11 would be included in the ground maintenance contract for this year. Proposed acceptance of the price increase and the addition of Phase 10 & 11 into the contract was made by Helen Black, seconded by Marie Quinn, and accepted by Committee.
- The Senior Maintenance Officer requested that 3 contractors:

Mould Growth Consultants
SSBM Group Limited
Colin McFadyen Plastering

be accepted onto the Approved Contractors list. This was proposed by Kate Serries, seconded by Joyce Hennessy, and approved by Committee.

- All spend to date and graphs were noted by Committee.
- A report on Phase 4b roofs was tabled at the meeting and the Committee were advised of the history of these roofs and the problems previously encountered.

After discussion proposed acceptance of the work to be completed on the replacement roof covering and the proposed inspection of all Phase 4b roofs was made by Marie Quinn, seconded by Helen Black and approved by Committee.

Acceptance of the Property Maintenance reports was proposed by Helen Black, seconded by Kate Serries and approved by Committee.

7. Directors Report

7.1 Governance, Finance & Audit Issues

7.1.1 Performance Reporting & Benchmarking

Committee noted the report on performance reporting & benchmarking. It was agreed that the Property Management sub-committee should be reinstated to enable more time for discussion and statistics to be brought to the meeting. This would commence in April 2023, date to be confirmed.

7.1.2 Rent Review 2023/24

Committee noted the GWSF information on rent increases.

7.1.3 Budget 2023/24

Committee noted the report on the budget for 2023/24 and accepted that this would be the working document from 1st April 2023.

7.1.4 External Audit 2023

Committee noted that the external auditors would be in the office on Monday 3rd April to commence the preliminary audit for this year.

7.1.5 Insurance Premium 2023

The Director explained the report on Insurance and discussed the background in detail. It was noted that the Director was meeting with the insurance company and would report back to Committee with an update.

7.1.6 Notifiable Event – Change of SST to Lease Agreement

Committee noted the Notifiable Event report and the Director explained why this was necessary.

After discussion, it was agreed that this property should be changed to a Lease Agreement with Key Housing, this was proposed by Marie Quinn, seconded by Audrey Gilfillan and approved by the Management Committee.

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Minutes of Meeting

Action Date

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| <p>It was approved that the Association notify the Regulator as per regulation requirements.</p> | <p style="text-align: right;"><i>Director</i></p> |
| <p>7.2 Development Update 7.2.1 Brucefield Park Empty Homes Project Committee noted the report on Brucefield Park Empty Homes Project and noted that GCC felt this had been a great success and were willing to continue with the partnership.</p> <p>Committee would be kept updated on any further developments within this project.</p> | |
| <p>7.2.2 Phase 12 Feasibility Study Committee noted the report on Phase 12 Feasibility Study. It was also noted that due to Water Voles the Engineer had revised site investigations to minimise disruption to the voles hibernation.</p> <p>Committee would be kept updated on the progress of the Study.</p> | |
| <p>7.2.3 Phase 10 – Abbeycraig Road Committee were advised that the contract was complete, and the Practical Completion Certificate had now been issued.</p> | |
| <p>7.2.4 Phase 11 – Abbeygreen Street Committee were advised that the contract was complete and the Practical Completion Certificate had now been issued.</p> | |
| <p>7.3 General Issues 7.3.1 Covid & Flu restrictions Committee noted the report on the measures the Association was taking to try and minimise sickness time through ensuring safety with covid and flu.</p> <p>7.3.2 Charity Donation Committee acknowledged the letter and certificate from CLAPA.</p> <p>7.3.3 Staffing Issues – Housing Trainee Position The Director updated Committee on the Housing Trainee position and advised that the position was filled and the Trainee commenced employment on the 20th March 2023.</p> <p>7.3.4 Staff Appraisals Committee noted that staff appraisals were being conducted at the moment.</p> | |
| <p>8. Freedom of Information / Environmental Information Committee noted that there were no FOI or EI requests outstanding.</p> | |
| <p>9. Notifiable Events Committee noted that the Notifiable Event had been covered in the Director’s report.</p> | |

10. **BACS List**

The BACS list for the last ¼ were tabled at the meeting. The Office Manager explained items on the list and apologised for the previous months' omission.

It was noted that all bacs list had now been presented to committee for approval.

Proposed acceptance of the bacs lists was made by Helen Black, seconded by Marie Quinn and approved by Committee.

11. **A.O.C.B.**

SHARE & SHN Affiliation

Committee were asked if they wish to reaffiliate to SHARE & SHN for 2023. Acceptance of this was proposed by Marie Quinn, seconded by Audrey Gilfillan and approved by Committee.

SHARE Training

A training event from SHARE for Committee was tabled and discussed at the meeting. This event was being held on Wednesday 5th April 2023 and was remote delivery. It was agreed that Committee members could attend the office and attend using the SMART Board. The Office Manager would book the places for Committee who wished to attend.

Office
Manager

Automail

The Depute Director tabled a report on Automail and explained how this works and how it could be beneficial to the Association.

After discussion, proposed acceptance of changing the Association to Automail was made by Marie Quinn, seconded by Kate Serries and approved by Committee.

Depute
Director

Internal Audit Report

The Depute Director went through the findings of the Internal Audit report on complaints and explained it in detail.

Committee noted the report and acceptance was proposed by Helen Black, seconded by Marie Quinn, and approved by Committee.

Finance Agent – FMD Renewal contract

The Director advised that the renewal for the Finance Agent had been received with a price increase of 5.5%.

Proposed acceptance of this renewal was made by Audrey Gilfillan, seconded by Marie Quinn and approved by Committee.

Director

Strategy Review Day

The Director explained that this year's Strategy Review Day would be held on Wednesday 26th April 2023 in the Garfield House Hotel and asked that as many as possible attend this event from 9.30 am until 4.00 pm.

Minutes of Meeting**Action Date****30th Anniversary Events**

It was agreed that the Depute Director would contact an events company to assist with organising a gala.

*Depute
Director*

Committee agreed to attend a meeting as soon as this was organised.

12. Date & Time of Next Meeting

The next meeting of the Management Committee will be held on 25th April 2023. There being no further business the meeting closed at 12.25 pm.

Approved: _____


Date: 25-4-23.