

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2024-2025

MEETING: Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 25th March 2025

TIME: 6.30pm

PRESENT:	Audrey Gilfillan (AG)	-	Vice-Chairperson
	Marie Quinn (MQ)	-	Secretary
	Moirra Gilfillan (MG)	-	Treasurer
	Helen Black (HB)	-	Committee Member
	Joyce Hennessy (JH)	-	Committee Member
	Kate Serries (KS)	-	Committee Member
	Steven Gallacher (SG)	-	Chairperson (zoom)
	Joan Buchanan (JB)	-	Committee Member (zoom)

IN ATTENDANCE:	Liz McEachran (LMc)	-	Interim Director
	Liz Cumming (LC)	-	Office Manager

APOLOGIES:	Maria Oguntayo (MO)	-	Committee Member
	Karen Bowman (KB)	-	Committee Member
	Lorraine Keegan (LK)	-	Committee Member
	Jade McCulloch (JM)	-	Committee Member

NEXT MEETING: 28th April 2025

- | 1. | Apologies
Apologies for absence as noted above. | |
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| 2 | Declaration of Interest
There were no declarations of interest. | |
| 3. | Matters for A.O.C.B.
There were 4 matters for A.O.C.B. | |
| 4. | Minutes of the Management Committee meeting of 25th February 2025
Minutes of the Management Committee meeting of 25 th February 2025 were distributed prior to the meeting. Acceptance of the minute was proposed by MQ, seconded by HB. Committee approved the Minutes. | |
| 5. | Matters Arising
There were no matters arising from this meeting. | |
| 6. | Property Management Tracker Report
Committee noted the property management tracker reports, and the Interim Director went through these, the following points were noted: <ul style="list-style-type: none"> • The shared ownership property has now had guardianship granted to the family and they had enquired about selling the property. After discussion, Committee agreed to appoint the District Valuer to have a valuation completed before any decisions were made. • A sharing owner requested permission to sell the property, and this had been granted and an offer has been accepted, the paperwork is now with the Associations Solicitors with a closing date of 11th April 2025. • The Interim Director explained the proposal to bring on another drainage contractor to enable the Association to get 2nd opinions on works needing completed. It was proposed that Direct Drain Clear (DDC) be appointed onto the Approved contractors list was made by HB, seconded by JH and approved by Committee. <p>There was no other business regarding the trackers.</p> <p>Proposed acceptance of the tracker reports was proposed by HB, seconded by JH and approved by Committee.</p> | |

7. Directors Report
7.1 Finance & Audit Issues
7.1.1 Tenders
External Audit

Committee were advised that the tender opening for the external auditors was held on Thursday 6th March 2025 at 12.30pm with 2 two committee members and 2 staff present.

The Interim Director presented a full report on the returns and the matrix which was used. It was noted that 3 tender returns had been received.

After discussion proposal to accept Alexander Sloan as the external auditors for 2026/27 was made by MQ, seconded by HB and approved by Committee.

The Interim Director would advise the results to the Auditors.

*Interim
Director*

7.1.2 Ground Maintenance Tender

Committee noted that the Ground Maintenance Tender had been issued and was due to be returned on 9th April 2025. It was agreed that a tender opening would be held at 10.30 am on Thursday 10th April 2025. Two committee members, the consultant and 2 staff members would be present at the tender opening.

It was also noted that the contract would not be able to commence until early May, therefore the Maintenance Manager would look at the possibility of using another contractor for the April grass cutting.

Committee would be kept up to date of the situation.

7.1.3 Internal Audit

Committee noted that the internal audit on Budgeting policies and procedures was complete and the completed report would be brought to the next committee meeting.

7.1.4 Insurance Renewal

Committee noted the cost of the Insurance renewal from Zurich for the forthcoming year. It was noted that this was an 8% increase.

Acceptance of the insurance renewal was made by JH, seconded by MG and approved by Committee. The Interim Director would sign the acceptance document and forward this to Zurich.

*Interim
Director*

7.1.5 Options Appraisal

Committee noted that Quinn Internal Audit would commence the Options Appraisal on 28th April 2025.

7.1.6 Scottish Housing Regulator

Committee noted that the requested information on empty homes and long-term voids had been submitted to the Regulator.

7.1.7 Annual Assurance Statement

The Interim Director explained the correspondence which had been distributed from the Regulator.

7.1.8 Pay Negotiations 2025/26

Committee were advised that the vote on pay negotiations through EVH had been approved and the increase this year would be 4%.

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

Committee noted that work had begun on the 1 property which had been purchased, with anticipated completion in May 2025.

7.2.2 Phase 12 Twinlaw Street

Committee noted that no further contact had been made from Glasgow City Council or City Properties.

7.3 General Issues**7.3.1 Storm Damage Fencing**

Committee noted that the work on the storm damaged fencing had commenced and would be completed by the end of March 2025.

7.3.2 Vandalism

Committee discussed the damaged which had occurred on the stags and noted that the vandals had been captured on CCTV. It was agreed that the Association would publish pictures of the culprits onto the website and enquire if anyone can advise names.

Options for repairing the stags was being looked at and Committee would be kept up to date.

7.3.3 Committee & Staff Training Plan 2024-25

Committee noted that the next event would be Recruitment training and dates would be issued once availability had been received.

7.3.4 Business Planning & Asset Management Strategy

Committee agreed that 10am on Thursday 24th April would be acceptable for the Business Planning & Asset Management Strategy session.

7.3.5 Staff Appraisals

Committee noted that Staff Appraisals would be conducted in early April with a report to the Staffing sub-committee.

8. Action Tracker

The Interim Director explained the updated Action Tracker and the additions. It was noted that this would be updated every month.

9. Bacs List – March 2025

The BACS lists for March 2025 was presented to the Committee; the Office Manager explained items on the list.

<div>5</div> <div>Minutes of Meeting</div>	<div>Action</div> <div>Date</div>
<p>Proposed acceptance of the backs list for March 2025 was made by AG, seconded by MQ and approved by Committee.</p> <p>10. Freedom of Information / Environmental Information Committee noted that there had no FOI's or EIR's this month.</p> <p>11. Notifiable Events There were no Notifiable Events this month.</p> <p>12. A.O.C.B. Year End Former Tenant Accounts Committee noted the report from Housing Management regarding the former tenant accounts, which required to be set-aside as there was no forwarding addresses in the Association records or the tenant had passed away.</p> <p>Proposed acceptance of this report was made by KS, seconded by JB and approved by Committee.</p> <p>Phase 4b Roofs The Interim Director explained the problems with Phase 4b zinc roofs and advised that 2 full roofs would need to be replaced at an approximate cost of £ 45,000. It was noted that no budget had been set for this work and the Association would have to proceed with the works as soon as possible. It was proposed that other quotes be requested from other companies which specialised in this type of zinc roof.</p> <p>Mutual Exchange Committee were advised that 2 mutual exchanges were occurring within the Association. Committee would be kept updated of any other events.</p> <p>Boiler Replacements The Interim Director explained the proposal to update the Vokera Boilers which have been used previously, with the latest version and advised that the costs difference was minimal.</p> <p>Proposal to accept the higher specification boiler was made by JG, seconded by JH and approved by Committee.</p> <p>13. Date & Time of Next Meeting The next meeting of the Management Committee will be held on Tuesday 29th April 2025. There being no further business the meeting closed at 8.20 pm.</p>	<div>Maint Manager</div>

Approved:  Date: