

# LOCHFIELD PARK HOUSING ASSOCIATION LTD

## MINUTES 2022-2023

**MEETING:** Management Committee

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**VENUE:** Lochfield Park Housing Association Offices

**DATE:** 25<sup>th</sup> April 2023

**TIME:** 6.30 pm

**PRESENT:**

Steven Gallacher	-	Chairperson
Audrey Gilfillan	-	Vice-Chairperson
Moira Gilfillan	-	Treasurer
Joan Buchanan	-	Committee Member
Helen Black	-	Committee Member
Jade McCulloch	-	Committee Member
Joyce Hennessy	-	Committee Member
Jenna Vance	-	Committee Member
Karen Bowman	-	Committee Member
Lorraine Keegan	-	Committee Member
Maria Oguntayo	-	Committee Member (zoom)

**IN ATTENDANCE:**

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

**APOLOGIES:**

Marie Quinn	-	Secretary
Hannah McDonald	-	Committee Member
Kate Serries	-	Committee Member

**NEXT MEETING:** 30<sup>th</sup> May 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 2 matters for a.o.c.b.
4. **Minutes of the Management Committee meeting of 28<sup>th</sup> March 2023**

Minutes of the Management Committee meeting of 28<sup>th</sup> March 2023 were distributed prior to the meeting. Acceptance of the minute was proposed by Audrey Gilfillan, seconded by Helen Black. Committee approved the Minutes.

5. **Matters Arising**  
There were no matters arising from these minutes.

6. **Directors Report**

- 6.1 **Governance, Finance & Audit Issues**

- 6.1.1 **Director's Review of the Year 2022/23**

The Director presented the Review of the Year for 2022 / 23 to Committee and went through each section 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 Helen Black, seconded by Jade McCulloch. This was approved by Committee.

- 6.1.2 **Property Management Review 2022/23**

Committee noted the Property Management Review 2022/23 reports and acceptance of these was proposed by Joan Buchanan, seconded by Helen Black. It was noted that a summary of these reports would be presented at the Strategy Review Day.

- 6.1.3 **Quarterly Management Accounts to 31<sup>st</sup> March 2023**

Committee noted the Quarterly Management Accounts would be presented at the May meeting.

- 6.1.4 **External Audit 2023**

Committee noted that the external auditors would be in the office on 30<sup>th</sup> May to commence the full audit for this year.

- 6.1.5 **Insurance Premium 2023**

The Director confirmed the premium from Zurich Insurance for this year and advised that although it had significantly increased, this was acceptable to the Association.

**6.1.6 Notifiable Event – Change of SST to Lease Agreement**

Committee noted the Scottish Housing Regulator had been notified of the change in tenure in accordance with the Notifiable Event requirements and had confirmed that they had received it.

It was noted that the minutes from 28<sup>th</sup> March 2023, would be forwarded to the SHR now that the Committee had approved them.

**6.2 Development Update****6.2.1 Brucefield Park Empty Homes Project**

Committee noted the report on Brucefield Park Empty Homes Project and noted that the Association were in the process of acquiring 3 more properties.

GCC advised that they are continuing to support the Association with these acquisitions.

**6.2.2 Phase 12 Feasibility Study**

Committee noted the report on Phase 12 Feasibility Study and it was proceeding as planned. It was noted that an update would be presented at the May meeting.

**6.2.3 Phase 10 – Abbeycraig Road**

Committee were advised that the contract was complete, and the HAG completion process underway.

**6.2.4 Phase 11 – Abbeygreen Street**

Committee were advised that the contract was complete and the final account figures would be available at the next meeting.

**6.3 General Issues****6.3.1 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.

**6.3.2 Staff Sickness Absence 2022/23**

Committee noted that staff sickness for 2022/23 was 1.2%.

*The Depute Director & Office Manager left the meeting at this point.*

**6.3.3 Staffing Issues – Staffing Sub-Committee**

The Director explained the Staffing Sub-Committee recommendations and discussed them in detail with Committee.

Acceptance of the recommendations was proposed by Helen Black, seconded by Joan Buchanan and approved by Committee.

*The Depute Director and Office Manager returned to the meeting at this point.*

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**Minutes of Meeting**

**Action Date**

**6.3.4 Staff Appraisals**

Committee noted that staff appraisals had been concluded and were advised of the positive feedback from all staff.

Committee were advised that the Chairperson would be conducted the staff appraisal for the Director.

**6.3.5 Smart Board for Committee Room**

Committee noted the report on the Smart Board for the Committee room and discussed it in detail.

Approval for the new smart board was proposed by Steven Gallacher, seconded by Moira Gilfillan, and approved by Committee.

*Depute Director*

**7, Freedom of Information / Environmental Information**

Committee noted that there were no FOI or EI requests outstanding.

**8. Notifiable Events**

Committee noted that the Notifiable Event had been covered in the Director's report.

**9. BACS List**

The BACS list was tabled at the meeting. The Office Manager explained items on the list. Proposed acceptance of the bacs lists was made by Joan Buchanan, seconded by Joyce Hennessy and approved by Committee.

**10. A.O.C.B.**

**Share applications**

Committee noted the following Share membership applications:

Catherine Reilly                      -                      Susan Lennox

Acceptance of the applications was proposed by Audrey Gilfillan seconded by Joan Buchanan and approved by Committee. The new member would receive a Share Certificate and a copy of the Rules.

*Office Manager*

**Chairs for meetings (folding)**

The Director explained that the Association had looked at the purchasing of folding chairs for large meetings. Previously we had to rent chairs or borrow from other resources. The costs was discussed and approval of the purchase of chairs was made by Audrey Gilfillan, seconded by Lorraine Keegan and approved by Committee.

*Office Manager*

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

The next meeting of the Management Committee will be held on 30<sup>th</sup> May 2023. There being no further business the meeting closed at 7.45 pm.

Approved: \_\_\_\_\_  \_\_\_\_\_ Date: \_\_\_\_\_