

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2022-2023

MEETING: Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 25th October 2022

TIME: 10.30 am

PRESENT:

Audrey Gilfillan	-	Vice-Chairperson
Marie Quinn	-	Secretary
Moira Gilfillan	-	Treasurer
Helen Black	-	Committee Member
Hannah McDonald	-	Committee Member
Joan Buchanan	-	Committee Member
Kate Serries	-	Committee Member
Lorraine Keegan	-	Committee Member
Jade McCulloch	-	Committee Member
Maria Oguntayo	-	Committee Member

IN ATTENDANCE:

Liz McEachran	-	Depute Director
Liz Cumming	-	Office Manager
Laura Smith	-	Housing Manager

APOLOGIES:

Steven Gallacher	-	Chairperson
Jenna Vance	-	Committee Member
Joyce Hennessey	-	Committee Member

NEXT MEETING: 29th November 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 27th September 2022**
Minutes of the Management Committee meeting of 27th September 2022 were distributed prior to the meeting. Acceptance of the minute was proposed by Hannah McDonald, seconded by Joan Buchanan. Committee approved the Minutes.
5. **Matters Arising**
There were no matters arising from these minutes.
6. **Minutes of the Special Management Committee meeting of 27th September 2022**
Minutes of the Special Management Committee meeting of 27th September 2022 were distributed prior to the meeting. Acceptance of the minute was proposed by Hannah McDonald, seconded by Joan Buchanan. Committee approved the Minutes.
7. **Property Management Report to 30th September 2022**
7.1 Housing Management Six Month Review
The Housing Manager presented the report for the 6 months of this financial year to 30th September 2022.

The following points were noted:
 - Rental income collected was £ 108,452 more than previous year. This is mainly due to receiving rents for the Phase 10 properties.
 - Non-Technical Arrears were 3.3% of our net rent receivable.
 - Technical Arrears have decreased in the 6 months by 0.2% in the same period last year.
 - Allocations are at 35.6 days average time to re-let. There have been 17 allocations in the first 6 months.
All other sections of the Housing Management report were discussed and explained in detail.

7.2 Maintenance

The Depute Director presented the 6 month report from the Maintenance section.

- Committee were advised that the surveys for the Kitchen replacement programme would be starting in November 2022.
- Committee noted that the electrical safety testing had commenced and was running smoothly.
- Committee noted the costs which had been received for the Gutter Contract and proposed acceptance of James Mearchent for the contract was made by Helen Black, seconded by Hannah McDonald and approved by Committee.
- Committee noted the costs quoted for the work which needed to be done for the Stock Condition Survey and EESSH. Approved acceptance of the quotes from Grant Murray Architects for both pieces of work was proposed by Jade McCulloch, seconded by Joan Buchanan and approved by Committee.
- All Graphs were noted by Committee.

Acceptance of the 6 months reports was made by Helen Black, seconded by Joan Buchanan and approved by Committee.

Moira Gilfillan left the meeting at this point.

8. Directors Report**8.1 Governance, Finance & Audit Issues****8.1.1 Annual Assurance Statement 2022**

The Depute Director presented the Annual Assurance Statement to Committee and advised that this had been sent to the Chairperson for his checking and agreement that it should be signed by the Vice-Chair in his absence.

The Chairperson had sent written confirmation to the Association of his acceptance of the Assurance Statement and authorisation to sign it before the Committee members.

The Vice-Chairperson signed the Annual Assurance Statement and this would be sent to the Scottish Housing Regulator by the cut-off date of 31st October 2022.

*Office
Manager*

Audrey Gilfillan left the meeting at this point.

8.1.2 Designated Signatories

Committee noted the report on the designated signatories for the year 2022/23. The Office Bearers present signed the bank mandate and signatories list. The Office Manager would ensure those not present signed the mandates and would send to all relevant bodies.

*Office
Manager*

8.1.3 Scottish Government Rent Freeze until 31st March 2023

Committee noted the report on the Scottish Government Rent Freeze and this was discussed in detail.

It was agreed that further discussion would be held once the draft budget for 2023/24 had been completed and a meeting organised to discuss this further.

8.1.4 Budget 2023-24

Committee noted the report on the Budget 2023/24. It was agreed that a meeting would be held once the draft budget had been received.

Kate Serries left the meeting at this point

8.1.5 ARC Report 2022 (Annual Return of the Charter)

Committee noted that the Annual Return of the Charter was due to be received by the end of the week. This would be distributed to all tenants by the end of October 2022.

8.1.6 Quarterly Management Accounts to 30th September 2022

The Office Manager went through the Quarterly Management Accounts to 30th September 2022 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 Marie Quinn, seconded by Joan Buchanan and approved by Committee.

8.2 Development Update**8.2.1 Brucefield Park Empty Homes Project**

The Depute Director updated committee on the Brucefield Park properties and advised GCC are still supporting the Association in the acquisition of these properties.

8.2.2 Phase 10 – Abbeycraig Road

Committee were advised that the contract was now complete and the 12 months defect liability period had now started.

8.2.3 Phase 11 – Abbeygreen Street

Committee were updated on Phase 11 and it was noted that first handovers were expected mid-November 2022.

8.2.4 Phase 12 Twinlaw Street

Committee noted the report on Phase 12 Twinlaw Street. It was noted that the Association are awaiting on approval for the Feasibility Study to proceed.

8.3 **General Issues**

8.3.1 IT Services

Committee noted the new IT Hardware and Software contract had commenced.

8.3.2 SDM Computer Software Services 2023

The Depute Director explained the proposal from SDM for the forthcoming years' software services.

It was noted that meetings were being held with other Association's in the same situation as Lochfield Park and also a meeting with SDM was scheduled. Committee would be kept informed of the outcome of these meetings.

After lengthy discussion, proposed acceptance of the contract was made by Jade McCulloch, seconded by Helen Black and approved by Committee under the understanding that the Association look at costs of changing this service to another provider, if possible.

9. **Freedom of Information / Environmental Information**

Committee were advised that no FOI requests had been received this month.

10. **Notifiable Events**

There were no notifiable events to record.

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

Allocation Policy

The Depute Director presented the draft Allocation Policy to committee and went through all the changes which had been made to the Policy.

After discussion, proposed acceptance of the new Allocation Policy was made by Hannah McDonald, seconded by Jade McCulloch and approved by Committee.

Rent Payments

A Committee member asked if an explanation of how rent payments are made when tenants are moving to new properties.

The Depute Director explained this to Committee and the explanation was accepted.

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

The next meeting of the Management Committee will be held on 29th November 2022. There being no further business the meeting closed at 12.45 pm.

Approved: _____



Date: _____