

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2025-2026

MEETING: Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 27th May 2025

TIME: 6.30 pm

PRESENT:

Steven Gallacher (SG)	-	Chairperson
Audrey Gilfillan (AG)	-	Vice-Chair
Marie Quinn (MQ)	-	Secretary
Moirra Gilfillan (MG)	-	Treasurer
Helen Black (HB)	-	Committee Member
Joyce Hennessy (JH)	-	Committee Member
Kate Serries (CS)	-	Committee Member
Jade McCulloch (JM)	-	Committee Member

IN ATTENDANCE: Liz McEachran (LMcE) - Interim Director

APOLOGIES:

Maria Oguntayo (MO)	-	Committee Member
Joan Buchanan (JB)	-	Committee Member
Lorraine Keegan (LK)	-	Committee Member

NEXT MEETING: 24th June 2025

1. **Apologies**
Apologies for absence were as noted above.

- 2 **Declaration of Interest**
There was one declaration 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 28th April 2025**
Minutes of the Management Committee meeting of 28th April 2025 were distributed prior to the meeting. Acceptance of the minute was proposed by HB, seconded by JH. Committee approved the Minutes.

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

6. **Minutes of the Property Management Sub-Committee of 15th May 2025**
Minutes of the Property Management Sub-Committee meeting of 15th May 2025 were distributed prior to the meeting. Acceptance of the minutes was proposed by AG, seconded by JH. Committee approved the Minutes.

7. **Directors Report**
- 7.1 **Finance & Audit Issues**
7.1.1 Property Management Review 1st April 24 to 31st March 2025.
Committee noted the Property Management Review report which had been presented at the meeting on 15th May 2025, it was noted that this report had been approved.

7.1.2 ARC Return 2024-25
The Interim Director presented all sections of the ARC Return and explained it in detail.

After discussion, the proposal to accept the ARC Return for 2024/25 was made by HB, seconded by MQ and approved by Committee.

It was noted that this document would now be submitted to the Scottish Housing Regulator by the due date.

7.1.3 Five Year Financial Projections 2025 (FYFP)
The Interim Director explained the Five-Year Financial Projections and went through the summary report.

Approval of the Five-Year Projections was made by AG, seconded by MG and approved by Committee.

3
Minutes of Meeting

Action Date

It was noted that the Five-Year Financial Projections would be submitted to the Regulator by the required date of 31st May 2025

7.1.4 External Audit 2025

Committee noted the external auditors had commenced the work today for this year's external audit.

7.1.5 Options Appraisal

Committee noted that Quinn Internal Audit had met with the Interim Director on 22nd May 2025, Committee would be kept informed of the progress.

7.2 Development Update

7.2.1 Brucefield Park Empty Homes Project

Committee noted the new restrictions in place for any funding in Brucefield Park. Committee agreed that the new funding package would have to be taken into account when purchasing within Brucefield Park.

7.2.2 Phase 12 Twinlaw Street

Committee noted that no further updates had been received for Phase 12 Twinlaw Street.

7.3 Maintenance

7.3.1 Stock Condition Survey

Committee noted that JMP had been appointed to complete the Stock Condition Survey.

7.3.2 Paint Programme Tender

Committee noted that Atkinson Partnership had been appointed to carry out the paint tender process. Committee would be kept updated of progress.

7.4 General Issues

7.4.1 Summer Newsletter

Committee noted the items which would be included within the summer newsletter.

7.4.2 Scottish Government Cladding Fire Risk

The Interim Director explained the correspondence from the Scottish Government regarding Cladding Fire Risk. It was noted that this had been responded to and all questions answered.

8. Action Tracker

Committee noted the updated action tracker and agreed with the work to be completed.

9. Bacs List – May 2025

The BACS list for May 2025 was presented to the meeting. The Interim Director explained items on the list.

Minutes of Meeting**Action Date**

Proposed acceptance of the bacs list for May 2025 was made by AG, seconded by HB and approved by Committee.

10. Freedom of Information / Environmental Information

Committee noted that there were no FOI or EIR's this month.

11. Notifiable Events

There were no notifiable events to record.

12. A.O.C.B.

MQ left the meeting at this point

Replacement Heating System – floor coverings

The Interim Director tabled a report from the Maintenance Manager regarding the new heating system required for a tenant.

It was noted that disruption to this tenant would be 3-4 days and that the flooring would have to be lifted and renewed. Committee discussed the reimbursement to the tenant, and it was proposed by AG, seconded by JH that the Maintenance Manager get costs and arrange for this work to be done once the replacement heating system has been completed. This was proposed by JH, seconded by KS and approved by Committee.

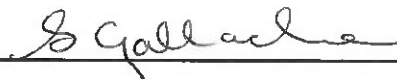
MQ returned to the meeting at this point

Resignation of Committee Member

Committee were advised that LK had decided that unfortunately due to work commitments she would have to resign from Committee. The Chairperson advised that a letter of thanks would be sent to LK.

12. Date & Time of Next Meeting

The next meeting of the Management Committee will be held on Tuesday 24th June 2025. There being no further business the meeting closed at 8.30 pm.

Approved:

Date:
