

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2022-2023

MEETING: Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 28th February 2023

TIME: 10.30 am

PRESENT:

Steven Gallacher	-	Chairperson
Audrey Gilfillan	-	Vice-Chairperson
Marie Quinn	-	Secretary
Moira Gilfillan	-	Treasurer
Helen Black	-	Committee Member
Joan Buchanan	-	Committee Member

IN ATTENDANCE:

Kenny Halliday	-	Director
Liz McEachran	-	Depute Director
Liz Cumming	-	Office Manager
David Shaw	-	Senior Maintenance Officer

APOLOGIES:

Joyce Hennessey	-	Committee Member
Maria Oguntayo	-	Committee Member
Jenna Vance	-	Committee Member
Lorraine Keegan	-	Committee Member
Hannah McDonald	-	Committee Member

NEXT MEETING: 28th March 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 7 matters for a.o.c.b.
4. **Minutes of the Management Committee meeting of 31st January 2023**
Minutes of the Management Committee meeting of 31st January 2023 were distributed prior to the meeting. Acceptance of the minute was proposed by Audrey Gilfillan, seconded by Marie Quinn. Committee approved the Minutes.
5. **Matters Arising**
There were no matters arising from these minutes.
6. **Property Management Report to 31st December 2022**
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.
 - Committee noted that the waiting list had doubled since last year.
 - Estate Management was discussed and the Depute Director explained the situation with the Cleansing Depots. Committee would be kept informed of any further developments.

The Housing Manager tabled an eviction report, ref 01/02/2023 where succession has been denied. Committee noted that decree had been granted by the Courts on 8th February 2023. Committee were advised of the background and details of this eviction.

After discussion, the Extract Decree was approved by Marie Quinn, seconded by Audrey Gilfillan and approved by Committee.

Acceptance of the report was made 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 were advised that the surveys for Phase 4c kitchen replacements had been completed and a programme of works was being confirmed with a view to a start date in March 2023. It was agreed that tenants choices should be from 6 kitchens and the SMO agreed to get this organised with MCN
- It was noted that work was still ongoing on 3 Brucefield Park properties.
- Committee noted that the electrical safety testing was still ongoing. It was agreed that 7 day force access letters should be distributed to any tenant who had not engaged or organised the electrical safety testing to be completed.
- The Senior Maintenance Officer requested that FDR Roofing & Cladding Ltd be accepted onto the Approved Contractors list. This was proposed by Joan Buchanan, seconded by Helen Black Serries and approved by Committee.
- It was noted that the Stock Condition Survey had just been completed and a presentation would be done after the report had been analysed.
- A report on EESSH2 would be brought to Committee once this had been analysed.
- All spend to date and graphs were noted by Committee.

SMO

SMO

Acceptance of the report was made by Helen Black, seconded by Audrey Gilfillan 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 also 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.

7.1.2 Rent Review 2023/24

Committee noted that all rent increase letters for 2023/24 had been hand delivered on 27th February 2023. In line with legislation.

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 Quarterly Management Accounts to December 2022

The Director went through the Quarterly Management Accounts to 31st December 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 Audrey Gilfillan and approved by Committee

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

The Director updated committee on the Brucefield Park properties and advised GCC are still supporting the Association in the acquisition of these properties. It was noted that there were 4 compulsory purchase orders and the acquisition of these could be forthcoming.

7.2.2 Phase 12 Feasibility Study

Committee noted the report on Phase 12 Feasibility Study. It was noted that the Study Team have a program agreed for the delivery of the study.

It was also noted that due to Water Voles the Engineer had revised investigations to enable these to hibernate.

Committee would be kept updated on the development of this Study.

7.2.3 Phase 10 – Abbeycraig Road

Committee were advised that the contract was complete, and the Practical Completion Certificate had now been issued.

7.2.4 Phase 11 – Abbeygreen Street

Committee were advised that all properties had now been handed over and the Association is awaiting the Practical Completion Certificate to be issued.

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.

7.3.2 Charity Donation

Committee noted that a donation had now been made to Cleft Palette Association UK.

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7.3.3 Staffing Issues – Housing Trainee Position

Committee noted that only 8 applications had been received for the Housing Trainee position. It was agreed that the Director would rethink the position and re-advertise.

7.3.4 Staff Appraisals

Committee noted that staff appraisals would be conducted in March 2023.

8. Freedom of Information / Environmental Information

Committee were advised that there had been 1 Freedom of Information request and this had been dealt with as per legislation.

9. Notifiable Events

There were no notifiable events to record.

10. A.O.C.B.

GWSF Affiliation

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

SHARE applications.

Committee noted the following Share Membership applications

Kamila Rossa
Pauline Haggerty
Maria Rancans

Acceptance of the application was proposed by Marie Quinn, seconded by Helen Black and approved by Committee. The new member would receive a Share Certificate and Lochfield Park Rules.

Co-opted Member

The Director advised that Karen Bowman, who was visiting the meeting last month had advised that she wished to join the Management Committee. It was agreed that Karen should be co-opted to the Committee until the AGM in September, this was proposed by Audrey Gilfillan, seconded by Moira Gilfillan and approved by Committee.

Nationwide Building Society Account

The Director explained the NBS account which the Association had funds in. Committee noted that a reinvestment into a 1 year saver account would yield a 2.75% fixed interest rate against the 0.40% which it is currently.

Proposed acceptance of the transfer to this new account was made by Helen Black, seconded by Joan Buchanan and approved by Committee.

5
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Action Date

It was approved that the signatories would sign the document once it was completed.

*Office
Manager*

Document Scanning

The Depute Director tabled a report on document scanning and the background to the need for this was explained in detail.

The recommendation to use Automated Document Service Ltd to carry out this work was proposed by Steven Gallacher, seconded by Helen Black and approved by Committee.

*Depute
Director*

Assisted Garden Maintenance Scheme

Committee noted the report on the Assisted Garden Maintenance Scheme which was tabled at the meeting.

The report was explained in detail and the increased costs were noted by Committee.

The proposal to increase the assisted garden maintenance to £100 from April 2023 was accepted by Committee. This was proposed by Helen Black, seconded by Joan Buchanan and approved by Committee.

Bacs List

A Committee member asked why there was no bacs list this month. It was agreed that the Office Manager would ensure that this was available every month from now and also that previous lists would be distributed at the next meeting to ensure Committee had all relevant information.

1a. Date & Time of Next Meeting

The next meeting of the Management Committee will be held on 28th March 2023. There being no further business the meeting closed at 12.30 pm.

Approved:



Date:

28/3/23