

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2025-2026

MEETING: Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 28th April 2025

TIME: 10.30 am

PRESENT:

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

IN ATTENDANCE:

Liz McEachran (LMcE)	-	Interim Director
Liz Cumming (LC)	-	Office Manager

APOLOGIES:

Karen Bowman (KB)	-	Committee Member
Jade McCulloch (JMc)	-	Committee Member
Maria Oguntayo (MO)	-	Committee Member
Kate Serries (KS)	-	Committee Member
Lorraine Keegan (LK)	-	Committee Member

NEXT MEETING: 27th May 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 3 matters for A.O.C.B.

4. **Minutes of the Management Committee meeting of 25th March 2025**
Minutes of the Management Committee meeting of 25th March 2025 were distributed prior to the meeting. Acceptance of the minute was proposed by MQ, seconded by AG. Committee approved the Minutes.

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

6. **Estate Maintenance Tender Report**
The Interim Director presented the Estate Maintenance Tender Report to Committee.

The procurement and environmental maintenance framework were explained in detail, which Atkinson Partnership had analysed after the tender had been opened.

After lengthy discussion it was proposed to accept Caledonian Maintenance, Clean Factor, Clyde Valley and Ramora as the contractors for the estate maintenance for 2024/25, proposed by MQ, seconded by JH and approved by Committee.

It was also agreed that Caledonian be the 1st contractor, for ground maintenance, close cleaning, wheelie bins and bulk uplift for Phase 10 & 11. Clyde Valley be 1st for bulk uplift for all other areas. Void property clear out should be shared between the 1st and 2nd contractor.

The Interim Director advised that Atkinson Partnership would contact each of the contractors and advise them of the decisions.

7. **Asset Management Strategy Document**
The Interim Director tabled the Asset Management Strategy document and explained it in detail. Each section was discussed and explained.

Proposed acceptance of the Asset Management Strategy Document was made by HB, seconded by JH and approved by Committee.

Interim
Director

8. **Business Plan**
The Interim Director tabled the Business Plan and the items which were to be included after the Business Planning Day which had been agreed.

Committee discussed the strategic and aims and objectives of the Association.

After lengthy discussion acceptance of the Business Plan was proposed by AG, seconded by HB and approved by Committee.
9. **Directors Report**
 - 9.1 **Finance & Audit Issues**
 - 9.1.1 **Directors Review of the Year 2024- 2025**
The Interim Director tabled the review of the year and committee discussed the highlights and achievements which the Association had achieved.

9.1.2 **Property Management Review 2024-2025**
Committee noted the date of the Property Management Review of 15th May 2025.

9.1.3 **Quarterly Management Accounts to 31st March 2025**
The Quarterly Management Accounts to 31st March 2025 were presented by the Office Manager with all principal areas highlighted for committee.

Committee were advised of the variances from budget and noted debtors and creditors. She advised that there would be some modifications from these accounts to the Annual Accounts as we have still to receive some year-end figures.

Acceptance of the report was proposed by HB, seconded by JH and approved by the Committee.

9.1.4 **External Audit 2025**
Committee noted the dates auditors will be attending the office for the external audit this year.

9.1.5 **Options Appraisal**
Committee noted that Quinn Internal Audit had begun the Options Appraisal today and Committee would be kept informed of the progress.

9.1.6 **Scottish Housing Regulator – Regulatory Status 2025**
Committee noted that the Association had received confirmation from the Scottish Housing Regulator that Lochfield Park is deemed “Compliant” with Regulatory Standards in all areas for the coming year.

- 9.2 Development Update**
- 9.2.1 Brucefield Park Empty Homes Project**
Committee noted that 1 property in Brucefield Park should be completed by the end of May. It was also noted that the Association had acquired a further property through auction at the start of April, this property should be finalised by the start of May and work will commence to ensure this property is available for rent as soon as possible.
- 9.2.2 Phase 12 Twinlaw Street**
Committee noted the report on Phase 12 Twinlaw Street. It was noted that the small parcel of land which had been previously discussed was no longer available for sale. No further updates had been received regarding the negotiations for the Council land.
- 9.3 Maintenance**
- 9.3.1 Stock Condition Survey**
The Interim Director explained the need for a stock condition survey.
- Committee were advised of prices to have 20% of a full stock condition survey for internals and externals. It was noted that Phases 10 & 11 would not need to be completed as these were new properties.
- Proposed acceptance of JMP be given the contract to complete the Stock Condition Survey was made by JH, seconded by AG and approved by Committee.
- 9.3.2 Paint Programme Tender**
Committee discussed the procurement of the paint programme which was due to be completed this year. After discussion, it was agreed that Atkinson Partnership be formally approved for the procurement of paint programme, this was proposed by MG, seconded by HB and approved by Committee.
- JB left the meeting at this point*
- 9.4 General Issues**
- 9.4.1 Staff Sickness Absence 2024-25**
Committee was advised that staff sickness during the last year was 19 days which is 0.93% of total annual working days.
- Committee agreed that this was extremely low in terms of the sector average and is a pleasing statistic.
- 9.4.2 Staffing Sub-Committee update**
Committee noted that Staffing sub-committee had recommended that the Assistant Housing Officer be enrolled in a First Aid Accredited course to become the secondary first aider for the Association.

*Interim
Director*

Proposed acceptance of the recommendation was made by JH, seconded by HB and approved by Committee.

10. Action Tracker

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

11. Bacs List – April 2025

The BACS list for April 2025 was presented to the meeting. The Office Manager explained items on the list.

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

12. Freedom of Information / Environmental Information

Committee were advised that 1 FOI request had been received during the period, it was noted that this was being dealt with in line with the policy.

13. Notifiable Events

There were no notifiable events to record.

14. A.O.C.B.

Phase 4b roofs

The Interim Director explained the quotes which had been received for the roofs in Phase 4b, after discussing the difference in costs, it was proposed that F D Roofing be awarded the contract to complete the essential works. This was proposed by JH, seconded by JG and approved by Committee.

Replacement Boilers

Committee were advised of 2 separate replacement boiler works which would be required to be done.

The Interim Director explained both boiler replacements and advised that she would keep Committee updated of the situation.

Resignation of Committee Member

The Chairperson advised that KB had decided that unfortunately due to family commitments she would have to resign from Committee but advised that she hoped to return when her situation changed. The Chairperson advised that a letter of thanks would be sent to KB.

12. Date & Time of Next Meeting

The next meeting of the Management Committee will be held on Tuesday 27th May 2025. There being no further business the meeting closed at 8.30 pm.

Approved: _____

S. Collard

Date: _____