

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2023-2024

MEETING: Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 30th May 2023

TIME: 10.30 am

PRESENT:

Marie Quinn	-	Secretary
Moira Gilfillan	-	Treasurer
Joan Buchanan	-	Committee Member
Kate Serries	-	Committee Member
Helen Black	-	Committee Member
Lorraine Keegan	-	Committee Member
Maria Oguntayo	-	Committee Member

IN ATTENDANCE:

Liz McEachran	-	Depute Director
Liz Cumming	-	Office Manager

APOLOGIES:

Steven Gallacher	-	Chairperson
Audrey Gilfillan	-	Vice-Chair
Hannah McDonald	-	Committee Member
Jade McCulloch	-	Committee Member
Joyce Hennessy	-	Committee Member
Jenna Vance	-	Committee Member
Karen Bowman	-	Committee Member

NEXT MEETING: 27th June 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 1 matter for a.o.c.b.
4. **Minutes of the Management Committee meeting of 25th April 2023**
Minutes of the Management Committee meeting of 25th April 2023 were distributed prior to the meeting. Acceptance of the minute was proposed by Joan Buchanan, 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 **Business Plan 2023/28**
Committee noted the report on the review of the Business Plan and accepted that this would be presented at the June meeting.
 - 6.1.2 **Property Management Performance Report – April 2023**
Committee noted the new layout for the Property Management Performance Report and the Depute Director explained them in detail.

Proposed acceptance of the report was made by Joan Buchanan and seconded by Moira Gilfillan. Committee approved the report.
 - 6.1.3 **Quarterly Management Accounts to 31st March 2023**
The Depute Director went through the quarterly management accounts to 31st March 2023 and explained the summary in detail.

Acceptance of the report was proposed by Marie Quinn, seconded by Moira Gilfillan and approved by the Committee.
 - 6.1.4 **Five Year Financial Projections 2023-28**
The Depute Director explained the Five-Year Financial Projections and went through the summary report.

Approval of the Five-Year Projections was made by Marie Quinn, seconded by Joan Buchanan and approved by Committee.

It was noted that the Five Year Financial Projections would be submitted to the Regulator by the required date of 31st May 2023.

6.1.5 ARC Return 2023

The Depute Director explained the ARC 2023 return to Committee and went through each section.

Proposed acceptance of the return was made by Joan Buchanan, seconded by Helen Black and approved by Committee.

It was noted that this full document would now be sent to the Regulator before the 31st May 2023.

6.1.6 Strategy Review Day 2023

Committee agreed that the Strategy Review Day had been a great success. It was agreed that the Association took a lot of positives from the day, which would be fed into the Business Plan.

6.1.7 Notifiable Event – Change of SST to Lease Agreement

Committee noted that the Scottish Housing Regulator had confirmed that no further action was required for this notifiable event.

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 June 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 that the Association were continuing with current procedures.

6.3.2 Scottish Home Awards 2023

Committee agreed that the nomination for the Scottish Home Awards was a great achievement and looked forward to the ceremony on the 22nd June 2023.

Minutes of Meeting

Action Date

- | | | Action Date |
|-----|---|-------------|
| 7, | <p>Freedom of Information / Environmental Information
Committee noted that there had been 1 FOI request received into the office and this had been answered within the timescale and no further correspondence had been received.</p> | |
| 8. | <p>Notifiable Events
Committee noted that there were no further Notifiable Events.</p> | |
| 9. | <p>BACS List
The BACS list was tabled at the meeting. The Office Manager explained items on the list.</p> <p>Proposed acceptance of the bacs lists was made by Joan Buchanan, seconded by Marie Quinn and approved by Committee.</p> | |
| 10. | <p>A.O.C.B.
Approved Contractor
A report from the Senior Maintenance Officer was tabled regarding an addition to the Approved Contractors list.</p> <p>It was requested that the Committee approve Rodgers & Johnston Ltd – multi-trade be added to the Association's list.</p> <p>Proposed acceptance of the recommendation was made by Marie Quinn, seconded by Joan Buchanan and approved by Committee.</p> | |
| 11. | <p>Date & Time of Next Meeting
The next meeting of the Management Committee will be held on 27th June 2023. There being no further business the meeting closed at 11.20 am.</p> | |

Approved:



Date:

27/06/23