

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2024-2025

- MEETING:** Management Committee
- VENUE:** Lochfield Park Housing Association Offices
- DATE:** 28th January 2025
- TIME:** 6.30pm
- PRESENT:**
- | | | |
|-----------------------|---|-------------------------|
| Steven Gallacher (SG) | - | Chairperson |
| Audrey Gilfillan (AG) | - | Vice-Chairperson |
| Marie Quinn (MQ) | - | Secretary |
| Moira Gilfillan (MG) | - | Treasurer |
| Helen Black (HB) | - | Committee Member |
| Joyce Hennessy (JH) | - | Committee Member |
| Kate Serries (KS) | - | Committee Member |
| Joan Buchanan (JB) | - | Committee Member (zoom) |
| Jade McCulloch (JM) | - | Committee Member (zoom) |
- IN ATTENDANCE:**
- | | | |
|---------------------|---|------------------|
| Liz McEachran (LMc) | - | Interim Director |
| Liz Cumming (LC) | - | Office Manager |
- APOLOGIES:**
- | | | |
|----------------------|---|------------------|
| Maria Oguntayo (MO) | - | Committee Member |
| Karen Bowman (KB) | - | Committee Member |
| Lorraine Keegan (LK) | - | Committee Member |
- NEXT MEETING:** 25th February 2025

1. **Apologies**
Apologies for absence 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 26th November 2024**
Minutes of the Management Committee meeting of 26th November 2024 were distributed prior to the meeting. Acceptance of the minute was proposed by AG, seconded by HB. Committee approved the Minutes.

5. **Matters Arising**
There were no matters arising from this meeting.

6. **Minutes of the Finance Sub-Committee meeting of 3rd December 2024**
Minutes of the Management Committee meeting of 3rd December 2024 were distributed prior to the meeting. Acceptance of the minute was proposed by MQ, seconded by AG. Committee approved the Minutes.

7. **Minutes of the Property Management Sub-Committee meeting of 21st January 2025**
Minutes of the Management Committee meeting of 21st January 2025 were distributed prior to the meeting. Acceptance of the minute was proposed by JH, seconded by HB. Committee approved the Minutes.

8. **Directors Report**
- 8.1 **Finance & Audit Issues**
 - 8.1.1 **External Audit**
The Interim Director explained the external audit tender which had been sent out previously.

Committee discussed all aspects of the document and discussed the Regulatory Standards of governance and finance management.

Proposal to send the external audit tender pack to Auditors at the start of February was proposed by MQ, seconded by HB and approved by Committee.

Committee would be advised of a tender opening dates once these had been received.

*Interim
Director*

Ground Maintenance Tender

Committee noted that this tender was now with the Associations Procurement Consultant and the draft tender will be brought to Committee prior to issue.

8.1.2 Tenant Consultation Rent Increase 2025/26

It was noted that following the "Rent Consultation" which had been included in the Christmas newsletter, website and text message survey we had received 128 responses, which is 20.5% of the Associations tenants.

The Interim Director went through the responses table, which had been distributed previously and noted 90 of the 128 respondents stated that they thought the 5% increase was reasonable.

Committee noted that Lochfield Park rents meet the SFHA affordability MATRIX which considers the percentage of a tenant's income they spend on rent and therefore how much they have left to live on.

Approval the 5% rent increase was proposed by JB, seconded by HB, and approved by all Committee.

It was noted that the notification letters would be issued to all tenants and sharing owners in accordance with regulation.

8.1.3 Budget 2025/26

Committee noted that the budget for 2025/26 had been updated to reflect the proposed increase of 5% from 1st April 2025, it was noted that this enabled the Association to meet its financial commitments for the forthcoming year

Approval of the Final Budget 2025/26 was proposed by AG, seconded by MG and approved by Committee.

8.1.4 Quarterly Management Accounts to 31st December 2024

The Quarterly Management Accounts to 31st December 2024 were discussed with the principal areas for Committee highlighted.

The Statement of Comprehensive Income, Statement of Financial Position and Loans & Covenants were explained. Committee were advised of any variances from budget and noted debtors and creditors.

Acceptance of the Quarterly Management Accounts was proposed by MQ, seconded by JH and approved by Committee

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

Committee noted that work had begun on the CPO property, with anticipated completion in April 2025.

8.2.2 Phase 12 Twinlaw Street

Committee noted that no further updated had been received regarding Phase 12.

8.3 General Issues**8.3.1 Festive Season**

Committee noted that amount of £143 had been collected through the hamper raffle. It was noted that 148 children had received selection packs and 104 tenants over 65 had received Iceland vouchers.

A Committee member proposed the raffle amount should be increased to £1,000 and sent to Prince & Princess of Wales Hospice Appeal on behalf of the late Director.

This was proposed by HB, seconded by KS and unanimously approved by Committee.

8.3.2 Committee & Staff Training Plan 2024-25

Committee noted the next date for training would be on Tuesday 11th February 2025 in the Association's office. This would be ½ day Procurement Training conducted by SHARE.

8.3.3 Staff Appraisals

Committee noted that Staff Appraisals would be conducted in early March with a report to the Staffing sub-committee.

9. Action Tracker

The Interim Director explained the updated Action Tracker and explained the additions. It was noted that this would be updated every month.

10. Bacs List – December 2024 & January 2025

The BACS lists for December 2024 and January 2025 were presented to the Committee; the Office Manager explained items on the list.

Proposed acceptance of the bacs list for December 2024 was made by AG, seconded by JH and approved by Committee.

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

11. Freedom of Information / Environmental Information

Committee noted that there had been 1 Freedom of Information requests, and 1 Environmental Information request received. Both had been dealt with in line with legislation.

12. Notifiable Events

There were no Notifiable Events this month.

Minutes of Meeting

Action Date

- | 13. | A.O.C.B. | Action Date |
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| | <p data-bbox="239 190 1219 235">Internal Audit Report – Review of Responsive Repairs</p> <p data-bbox="239 235 1219 313">The Interim Director tabled the internal audit report on Review of Responsive Repairs and explained it in detail.</p> <p data-bbox="239 336 1219 492">It was noted 5 recommendations were made in the document. Committee noted that 4 of these recommendations had already been implemented within the Association and the Maintenance Policy was also being reviewed.</p> <p data-bbox="239 515 1219 604">Committee agreed that the Interim Director should respond to the draft document to enable this to be completed.</p> <p data-bbox="239 627 1219 672">Committee Member – Leave of Absence</p> <p data-bbox="239 672 1219 896">Committee noted that a committee member had advised that due to family commitments would not be able to attend meetings. After discussion it was proposed by JB, seconded by SG and approved by Committee, that this member be given 3 months leave of absence from the Management Committee to enable them to return when they are able.</p> | <p data-bbox="1228 235 1463 302">Interim Director</p> |
| 14. | <p data-bbox="239 929 1219 974">Date & Time of Next Meeting</p> <p data-bbox="239 974 1219 1079">The next meeting of the Management Committee will be held on Tuesday 25th February 2025. There being no further business the meeting closed at 8.25 pm.</p> | |

Approved:



Date: _____