

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2021-2022

MEETING: Special Management Committee

VENUE: Lochfield Park Housing Association Offices & zoom

DATE: 10th August 2021

TIME: 10.30 am

PRESENT:

Ann Whitley	-	Chairperson
Hannah McDonald	-	Vice Chair
Steven Gallacher	-	Secretary
Marie Quinn	-	Treasurer
Kate Serries	-	Committee Member
Michelle Lavery	-	Committee Member
Moira Gilfillan	-	Committee Member

IN ATTENDANCE:

Kenny Halliday	-	Director
Liz Cumming	-	Office Manager
Howard Dales	-	Finance Agent
Kevin Booth	-	Alexander Sloan

APOLOGIES:

Jade McCulloch	-	Committee Member
Joan Buchanan	-	Committee Member

NEXT MEETING: When needed

Minutes of Meeting

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 no matters for A.O.C.B.

4. Approval of Annual Accounts 2020-2021

4.1.1 Presentation of Annual Accounts

Kevin Booth of Alexander Sloan presented the Annual Accounts of 2020-2021 to committee. He covered the following points in detail; financial performance, interest rates, interest payable, pensions, balance sheet, assets and cash, depreciation, investments, long term loans, net assets, reserves and rental income.

Kevin explained the Pension Liability and how this effects the accounts and how this is calculated by actuaries.

Kevin advised Committee that there were no issues of concern in the accounts and that it had been another good year for the Association.

Acceptance of the Annual Accounts 2020-2021 was proposed by Marie Quinn, seconded by Michelle Lavery. Committee approved the accounts and the Association's Office Bearers were given permission to sign these electronically by docusign.

4.1.2 Management Letter

Kevin explained the Management Letter and went through each point with the Committee. The Management Committee noted there were no points of Internal Controls to be noted.

Acceptance of the Management Letter was proposed by Marie Quinn and seconded by Michelle Lavery. Committee approved the Management Letter.

4.1.3 Letter of Representation

Kevin explained the letter of representation, which was to be signed by the Chairperson and Secretary. Committee approved the signing of this letter electronically by docusign.

It was noted that a representative from Alexander Sloan would attend the Annual General Meeting to present the accounts to the membership.

Kevin left the meeting at this point.

5. 5.1.1 Governance Rules 68

Committee were advised of Rule 68 and the Chairperson noted the letter signed by the Secretary which stated:

“At the last meeting of the Committee before the Annual General Meeting, the Secretary shall to the extent within her knowledge confirm in writing to the Committee that all the requirements relating to Minutes, Seals, Registers & books in Rules 62 to 67 have been complied with.”

Committee noted and accepted the contents of the letter from the Secretary.

5.1.2 A.G.M. 16 September 2021

The Director explained this years' AGM would be held in the office and by zoom for any members unable to attend in person.

The Director advised Committee that according to the Association's Rules the following members were due to stand down from Committee this year:

- Steven Gallacher
- Moira Gilfillan
- Jade McCulloch

It was noted however, that retiring members are eligible for re-election without nomination and the members named should notify the Director if they wish to stand for Committee again next year.

It was noted that no members were affected by the 9 year rule.

It was also noted that AGM papers would be distributed to the membership on the 30th August 2021.

It was also noted that the New Model Rules would be adopted at this event.

6. A.O.C.B.

There was no other business.

There being no further business the meeting closed at 11.45 am.

Approved: _____

Date: _____