

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2021-2022

MEETING: Special Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 28th September 2021

TIME: 10.30 am

PRESENT:

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

IN ATTENDANCE:

Kenny Halliday	-	Director
Liz Cumming	-	Office Manager
Liz McEachran	-	Depute Director

APOLOGIES:

Jade McCulloch	-	Committee Member
Helen Black	-	Committee Member
Hannah McDonald	-	Committee Member
Joan Buchanan	-	Committee Member
Audrey Gilfillan	-	Committee Member

NEXT MEETING: When required

Welcome to Members

The Director advised that as this was the first meeting of the new Committee, he advised that he would chair the meeting until the Chairperson was elected.

1. Election of Office Bearers

The Director explained the role of Office Bearers to the Committee and the format by which the election would take place.

He requested nominations for the following positions:

- Chairperson - Steven Gallacher
- proposed by Ann Whitley
- seconded by Moira Gilfillan

There being no other nomination, Steven Gallacher was duly elected Chairperson.

The Director requested nominations for the following position:

- Vice- Chairperson - Ann Whitley
- proposed by Kate Serries
- seconded by Michelle Lavery

There being no other nominations, Ann Whitley was duly elected Vice-Chairperson.

The Director requested nominations for the following position:

- Secretary - Marie Quinn
- proposed by Moira Gilfillan
- seconded by Ann Whitley
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There being no other nominations, Marie Quinn was duly elected Secretary.

- Treasurer - Moira Gilfillan
- proposed by Ann Whitley
- seconded by Michelle Lavery

There being no other nominations, Moira Gilfillan was duly elected Treasurer.

The Director thanked all for their attention and congratulated Steven on his election as Chairperson.

2. Code of Conduct for Committee Members

The Director explained the Code of Conduct for Governing Body Members, which had been previously distributed to the Committee.

	Action	Date
<p>Committee confirmed that they had read and understood the Code of Conduct for Governing Body Members and each member present signed their declaration of compliance. The Office Manager would arrange to have these collected from any Committee not present today.</p>	Office Manager	
<p>3. Entitlements, Payments & Benefits Policy The Director explained to Committee the Entitlements, Payments & Benefits Policy in detail. Committee confirmed that they had read and understood the Policy.</p>		
<p>4. Training & Induction Policy The Director explained the Training & Induction Policy to Committee, who confirmed they understood the policy. It was noted that due to coronavirus restrictions, training had not taken place. It was agreed that the Director would organise some training when appropriate.</p>	Director	
<p>5. Sub-Committee Membership The Director explained the remit of each sub-committee and advised that members could be in all of the sub-committee's if they so wished.</p> <p>The following sub-committees were agreed: <u>Property Management Sub-Committee:</u> All Management Committee members</p> <p><u>Finance Sub-Committee:</u> All Management Committee members.</p> <p><u>Development Sub-Committee:</u> All Management Committee members.</p> <p><u>Health & Safety Sub-Committee:</u> All Property Management Sub-Committee members</p> <p><u>Staffing Sub-Committee:</u> All Office Bearers.</p>		
<p>6. Meeting Timetable The timetable of meetings for the next year were distributed prior to the meeting. Committee noted the dates of the meetings and agreed that due to Covid restrictions, each Management Committee meeting would be agreed month to month with appropriate times to enable as many as possible to attend.</p>		
<p>7. A.O.C.B. There was no further business and the meeting closed.</p>		

Approved: _____

Date: _____