

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2021-2022

MEETING: Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 25th May 2021

TIME: 11.00 am

PRESENT:

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

IN ATTENDANCE:

Liz McEachran	-	Depute Director
Liz Cumming	-	Office Manager

APOLOGIES:

Joan Buchanan	-	Committee Member
Moirra Gilfillan	-	Committee Member
Jade McCulloch	-	Committee Member
Helen Black	-	Committee Member
Kenny Halliday	-	Director

NEXT MEETING: 29th June 2021

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. **Minutes of the Management Committee meeting of 27th April 2021**
Minutes of the Management Committee meeting of 27th April 2021 were distributed prior to the meeting. Acceptance of the minute was proposed by Marie Quinn, seconded by Ann Whitley. Committee approved the Minutes.
5. **Matters Arising**
There were no matters arising from these minutes.
6. **Property Management Report – April 2021**
 - 6.1 **Housing Management Report**
The Depute Director went through the report which had been distributed previously.

Each section was explained in detail and Committee noted all points throughout the report.

A Committee member asked if the render at Glengyre Street could be looked at as it was looking very dirty. It was agreed that this would be looked into and a report brought to the Committee.

It was also noted that all work had now been completed and the Pocket Park would open again this week.

Acceptance of the report was made by Marie Quinn, seconded by Michelle Lavery and approved by Committee.
 - 6.2 **Maintenance Report**
Committee noted the Maintenance Report which had been previously distributed.

Each section was explained in detail and discussed.

Committee asked if the colour of the painting on the windows and doors for this year could be looked at and a report brought back regarding costs etc.

Acceptance of the report was made by Joan Buchanan, seconded by Ann Whitley and approved by Committee.

*Maint
Manager*

*Maint
Manager*

7. Directors Report

7.1 Governance, Finance & Audit Issues

7.1.1 Model Rules 2020

Committee noted that the SGM had to be rescheduled again and it was agreed that the new model rules would be adopted at the AGM in September 2021.

This was approved by the Committee.

7.1.2 Tenant Satisfaction Survey 2021

Committee noted the results of the Tenant Satisfaction Survey and the Depute Director went through each category.

Committee approved these results

7.1.3 Quarterly Management Accounts to 31st March 2021

The Office Manager went through the final quarter Management Accounts to 31st March 2021 covering the main areas for Committee. Committee were advised that these accounts were to the year end and we anticipated minimal changes.

The Key Performance Indicators were discussed and noted, it was agreed that the Association was performing well against targets. It was confirmed that all financial covenants had been met.

After discussion and clarification the Management Accounts to 31st March 2021 were proposed by Ann Whitley, seconded by Marie Quinn and approved by Management Committee.

7.1.4 Business Plan Review 2021

Committee noted the report on the Business Plan Review and agreed that a ½ day (Review Day) should be held later in the year to enable the Association to get back on track with the business delivery plan.

7.1.5 Training & Policy Review 2021

Committee noted that staff appraisals would be held week beginning 31st May 2021 and committee would be provided with a report for any training and development needed. It was noted that the Depute Director would be assisting with these appraisals as part of the mentoring program.

7.1.6 Programme Meeting with GCC , DRS

Committee noted that DRS had been restructured and would now be NRS (Neighbourhoods, Regeneration & Sustainability)

It was noted that the meeting on 11th May had been very successful and the HAG funding for Phase 11 had been confirmed.

It was also noted that NRS would look at the proposal to hold a Feasibility Study for Phase 12, Twinlaw Street.

Minutes of Meeting**Action Date****7.1.7 ARC 2021 (Annual Return on the Charter)**

The Depute Director explained the ARC 2021 return to Committee and went through each section.

Proposed acceptance of the return was made by Hannah McDonald, seconded by Audrey Gilfillan and approved by Committee.

It was noted that this full document would now be sent to the Regulator before the end of May 2021.

*Office
Manager***7.2 Development Update****7.2.1 Brucefield Park Empty Homes**

Committee noted the report on Brucefield Park Empty Homes. The Director advised that the 3 CPO's were going ahead. Committee would be kept informed of the progress

7.2.2 Front Funding Phase 11

Committee noted the report on the funding for Phase 11.

7.2.3 Phase 10 – Abbeycraig Road

Committee noted that progress was 6 weeks behind due to utility companies. Committee would be kept informed of the progress.

7.2.4 Phase 11 – Abbeygreen Street

Committee noted the report on Phase 11 – Abbeygreen Street. It was noted that site started on 24th May 2021. Committee would be kept informed of the progress.

7.2.5 Phase 12 – Twinlaw Street

Committee noted that report on Phase 12 – Twinlaw Street and were advised they would be kept informed of any progress.

8. Freedom of Information / Environmental Information

Committee were advised that a Freedom of Information request had been received on 4th May 2021 and responded to in full on 5th May 2021. The response has been accepted and the request is now closed as per our regulations.

9. Notifiable Events

There were no notifiable events to record

10. A.O.C.B.

There were no other matters.

11. Date & Time of Next Meeting

The next meeting of the Management Committee would be on 29th June 2021. There being no further business the meeting closed at 12.15pm

Approved: _____ **Date:** _____