

# LOCHFIELD PARK HOUSING ASSOCIATION LTD

## MINUTES 2024-2025

**MEETING:** Management Committee

**VENUE:** Lochfield Park Housing Association Offices

**DATE:** 24<sup>th</sup> September 2024

**TIME:** 7.00 pm

**PRESENT:**

Steven Gallacher (SG)	-	Chairperson
Marie Quinn (MQ)	-	Secretary
Kate Serries (KS)	-	Committee Member
Helen Black (HB)	-	Committee Member
Joyce Hennessy (JH)	-	Committee Member
Jade McCulloch (JM)	-	Committee Member
Karen Bowman (KB)	-	Committee Member
Joan Buchanan (JB) (zoom)-		Committee Member
Maria Oguntayo (MO) (zoom)-		Committee Member

**IN ATTENDANCE:**

Liz McEachran (LMc)	-	Interim Director
Liz Cumming (LC)	-	Office Manager

**APOLOGIES:**

Audrey Gilfillan (AG)	-	Vice-Chair
Moira Gilfillan (MG)	-	Treasurer
Lorraine Keegan (LK)	-	Committee Member

**NEXT MEETING:** 29<sup>th</sup> October 2024

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 5 matters for A.O.C.B.
4. **Minutes of the Special Management Committee meeting of 24<sup>th</sup> August 2024**  
Minutes of the Special Management Committee meeting of 24<sup>th</sup> August 2024 were distributed prior to the meeting. Acceptance of the minute was proposed by JM, seconded by HB. Committee approved the Minutes.
5. **Matters Arising**  
There were no matters arising from this meeting.
6. **Property Management Reports**  
The Interim Director presented the property management reports to Committee.  
  
It was noted that these were tracker reports for information and there would be a full property management sub-committee meeting in October with the 6 monthly report.
  - Committee noted that there was no movement on the Sharing Owner dispute.
  - Committee noted that there had been a number of underfloor leaks in the last 6 weeks, and these were being looked at in further detail.
  - It was also noted that a family was having to be decanted during the work in their property for underfloor leaks. The insurance company would cover all costs for this decant and all works relating to the fixing of the property.
  - It was also noted that 2 properties were having to get their chimneys removed due to water ingress.
7. **Directors Report**
  - 7.1 **Finance & Audit Issues**
    - 7.1.1 **Annual Return of the Charter 2024 (Annual Report)**  
Committee noted the report on the Annual Return of the Charter 2024.
    - 7.1.2 **Annual General Meeting 2024**  
Committee agreed that another successful AGM had been held and looked forward to another successful year for the Association.

**Minutes of Meeting****Action Date**

It was noted that the Annual Accounts had been distributed to the Regulator and Banks.

**7.1.3 Budget 2025/26**

Committee noted the report on the budget for 2024-25 and noted that the draft budget would be brought before them once it had been worked through.

**7.1.4 Designated Signatories**

Committee noted the report on the designated signatories, and it was agreed that this would be completed and sent off to all relevant parties as soon as it was completed.

*Office  
Manager***7.1.5 TPT / SHAPS Annual Assessment 2024**

The Interim Director explained the TPT / SHAPS Annual Assessment and advised that the Association were confirmed as LOW Risk.

**7.1.6 Committee Appraisals**

The Interim Director explained the Committee Appraisal process in detail. It was noted that all questionnaires should be completed and handed in to the office for the Chairperson to complete the Appraisals next week.

**7.1.7 Quarterly Action Plan**

The Interim Director explained the quarterly action plan to committee and how this would be updated each month.

Committee agreed that this was a good plan and showed the work needed to be done and when.

**7.2 Development Update****7.2.1 Brucefield Park Empty Homes Project**

Committee noted that all properties acquired through this project had now been completed. It was also noted due to budget constraints that no further properties would be purchased this year.

**7.2.2 Phase 12 Twinlaw Street**

Committee noted that no further update on purchasing the land for Phase 12 had been received. It was still in the hands of solicitors.

**7.3 General Issues****7.3.1 Summer Newsletter**

Committee noted that the summer newsletter had been distributed and it contained the information on the new Tenant Safety section on the website.

**7.3.2 Allocation Policy**

Committee noted that the staff were repointing all applications, and this should be completed by the end of September.

**8. Bacs List – September 2024**

The BACS list for September 2024 was presented to the Committee, the Office Manager explained items on the list.

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

**9. Freedom of Information / Environmental Information**

Committee noted that there had been no FOI / EI requests this month.

**10. Notifiable Events**

There was 1 notifiable event recorded. The Chairperson advising of the passing of the Director.

**11. A.O.C.B.****Additional Contractors**

Committee were asked to approve the addition of 2 new contractors:

Aspen Tree Services - Solar Edge Protection.

This was proposed by MQ, seconded by JB and approved by Committee.

**FARE – Hamper Donation request**

Committee noted that a request had been received from FARE to assist with the distribution of hampers for this year. After discussion, it was agreed that the Association would organise an event themselves and advise FARE that we are unable to donate this year. This was proposed by JH, seconded by KB and approved by Committee.

**Santa Visit to Office**

Committee discussed the santa visit for this year and how it was not possible to complete the usual grotto. It was proposed that all tenants' children be donated a selection box and a raffle be organised for the children. This was proposed by KS, seconded by HB and approved by Committee.

**EHRA Donation**

The Interim Director advised that EHRA had donated to The Prince & Princess of Wales Hospice in the Directors name.

It was proposed that the Association has organise a donation to the same charity on behalf of the Director.

**Plaque for Director**

The Chairperson proposed that the Association organise a plaque in memory of the Director to be placed in reception. This was seconded by MQ and approved by Committee.

**Minutes of Meeting**

**Action Date**

**12. Date & Time of Next Meeting**

The next meeting of the Management Committee will be held on Tuesday 29<sup>th</sup> October 2024. There being no further business the meeting closed at 8.30 pm.

Approved:



Date: 29/10/24