

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2024-2025

- MEETING:** Management Committee
- VENUE:** Lochfield Park Housing Association Offices
- DATE:** 29th October 2024
- TIME:** 10.30 am
- PRESENT:**
- | | | |
|-----------------------|---|------------------|
| Steven Gallacher (SG) | - | Chairperson |
| Audrey Gilfillan (AG) | - | Vice-Chairperson |
| Marie Quinn (MQ) | - | Secretary |
| Helen Black (HB) | - | Committee Member |
| Joyce Hennessy (JH) | - | Committee Member |
| Maria Oguntayo (MO) | - | Committee Member |
| Lorraine Keegan (LK) | - | Committee Member |
- IN ATTENDANCE:**
- | | | |
|---------------------|---|------------------|
| Liz McEachran (LMc) | - | Interim Director |
| Liz Cumming (LC) | - | Office Manager |
- APOLOGIES:**
- | | | |
|----------------------|---|------------------|
| Moira Gilfillan (MG) | - | Treasurer |
| Joan Buchanan (JB) | - | Committee Member |
- NEXT MEETING:** 26th November 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 was 1 matter for A.O.C.B.
4. **Minutes of the Special Management Committee meeting of 24th September 2024**
Minutes of the Special Management Committee meeting of 24th September 2024 were distributed prior to the meeting. Acceptance of the minute was proposed by MQ, seconded by MO. Committee approved the Minutes.
5. **Matters Arising**
There were no matters arising from this meeting.
6. **Minutes of the Management Committee meeting of 24th September 2024**
Minutes of the Management Committee meeting of 24th September 2024 were distributed prior to the meeting. Acceptance of the minute was proposed by HB, seconded by MQ. Committee approved the Minutes.
7. **Matters Arising**
There were no matters arising from this meeting.
8. **Minutes of the Property Management Sub-committee meeting of 24th October 2024**
Minutes of the Special Management Committee meeting of 24th October 2024 were distributed prior to the meeting. Acceptance of the minute was proposed by AG, seconded by SG. Committee approved the Minutes.
9. **Directors Report**
 - 9.1 **Finance & Audit Issues**
 - 9.1.1 **Annual Assurance Statement**

The Interim Director presented the Annual Assurance Statement to Committee and explained each of the 7 Standards. It was noted that a full evidence bank had been collated to inform the Annual Assurance Statement. After discussion and all queries answered, proposal to accept Lochfield Park's Annual Assurance Statement 2024 was made by HB, seconded by LK and approved by the Management Committee.

The Chairperson signed the Assurance Statement on behalf of the Association, and it was confirmed that this would be submitted to the Regulator.

Minutes of Meeting**Action Date****9.1.2 Code of Conduct – Committee**

The Interim Director explained the new Model Code of Conduct for Governing Body Members and accompanying guidance, which had been previously distributed to Committee.

Committee confirmed that they had read and understood the Code of Conduct and each member present agreed to sign their declaration of compliance. The Office Manager would arrange to have these collected from any committee not present today.

*Office
Manager***Whistleblowing Policy**

Committee confirmed that they had read and understood the Whistleblowing Policy.

9.1.3 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.

9.1.4 Annual Report

Committee noted the report on the Annual Report and noted that this would be on the Associations website and distributed to all tenants and service users.

9.1.5 Committee Appraisals

The Interim Director explained the draft appraisals report to committee.

The recommendations that the following items be worked on further:

- Review of induction process
- Individual training programmes
- Committee training programme
- Improved reporting format
- Office Bearers success planning

Was proposed by MQ, seconded by HB and approved by committee.

9.1.6 Quarterly Action Plan

The Interim Director explained the quarterly action plan and highlighted the regulatory requirements. After discussion, it was agreed that Tendering and Procurement training should be organised for mid-November / December.

*Interim
Director***9.1.7 Scottish Housing Regulator Annual Report**

The Interim Director explained the SHR Annual Report and advised that this document was for information only. It was also noted that this document was also available on the Association's website.

9.2 Development Update**9.2.1 Brucefield Park Empty Homes Project**

Committee were advised that the CPO property was likely to complete within the next few months. It was also noted that GCC had advised that if any other properties became available, they would look at funding properties.

9.2.2 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.

9.3 General Issues**9.3.1 Committee Training**

The Interim Director explained that e-learning was being organised for all committee members and the Office Manager was meeting with SHARE to discuss getting everyone set-up for the training.

It was agreed that Friday 1st November 2024 would be suitable for all committee members to set their e-learning passwords. The Office Manger would advise SHARE of the date.

*Office
Manager*

9.3.2 Christmas Vouchers & Raffle

Committee noted the numbers for organising a Christmas voucher scheme and kids' selection boxes.

Committee proposed giving all 65+ tenants a £ 20 Iceland voucher and all children 8 years and under a selection box. It was also agreed that 3 raffles should be held for the children for Smyths vouchers.

A Christmas hamper raffle would also be held, which would be open to all, and the proceeds would be donated to this year's charity when decided in January 2025.

10. Bacs List – October 2024

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

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

11. Freedom of Information / Environmental Information

Committee noted that there had been 1 Freedom of Information request this month regarding waiting lists, under-occupation and over-occupied properties.

It was noted that this had been dealt with in accordance with FOI procedures and no further contact had been received.

12. Notifiable Events

There were no Notifiable Events this month.

