**LOCHFIELD PARK HOUSING ASSOCIATION LTD**

**MINUTES 2026-2027**

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| **MEETING:** | Management Committee | | |
| **VENUE:** | Lochfield Park Housing Association Offices | | |
| **DATE:** | 28th April 2026 | | |
| **TIME:** | 6.30 pm | | |
| **PRESENT:** | Audrey Gilfillan (AG) | - | Vice-Chairperson |
| | Marie Quinn (MQ) | - | Secretary |
| | Joyce Hennessy (JH) | - | Treasurer |
| | Helen Black (HB) | - | Committee Member |
| | Joan Buchanan (JB) | - | Committee Member (zoom) |
| **IN ATTENDANCE:** | Liz McEachran (LMc) | - | Director |
| | Liz Cumming (LC) | - | Office Manager |
| **APOLOGIES:** | Jade McCulloch | - | Committee Member |
| | Maria Oguntayo | - | Committee Member |
| | Moira Gilfillan | - | Committee Member |
| | Kate Serries | - | Committee Member |
| | Steven Gallacher | - | Chairperson |
| **NEXT MEETING:** | 28th May 2026 | | |

| | | Action | Date |
|---|---|---|---|
| **1.** | **Apologies**<br>Apologies for absence as noted above. | | |
| **2** | **Declaration of Interest**<br>There were no declarations of interest. | | |
| **3.** | **Matters for A.O.C.B.**<br>There were 3 matters for aocb | | |
| **4.** | **Minutes of the Management Committee meeting of 23rd March 2026**<br>Minutes of the Management Committee meeting of 23rd March 2026 were distributed prior to the meeting. Acceptance of the minute was proposed by JH, seconded by MQ. Committee approved the Minutes. | | |
| **5.** | **Minutes of the Special Management Committee meeting of 13th April 2026**<br>Minutes of the Special Management Committee meeting of 13th April 2026 were distributed prior to the meeting. Acceptance of the minute was proposed by MQ, seconded by HB. Committee approved the Minutes. | | |
| **6.** | **Minutes of the Property Management Sub-committee meeting of 20th April 2026**<br>Minutes of the Property Management Sub-committee meeting of 20th April 2026 were distributed prior to the meeting. Acceptance of the minute was proposed by JH, seconded by MQ. Committee approved the Minutes. | | |
| **7.** | **Directors Report** | | |
| **7.1** | **Finance & Audit Issues**<br>**7.1.1 Directors Review of the Year 2025-26**<br>The Director tabled the review of the year, and committee discussed the highlights and achievements of the Association. | | |
| | **7.1.2 Internal Audit**<br>Committee discussed the Draft Internal Audit tender which had been distributed prior to the meeting. It was noted that this would have a contract commencement date of 1st July 2026. | | |
| | Proposed acceptance of the Internal Audit was made by MQ, seconded by HB, and approved by Committee. | | |
| | The Director confirmed that this would now be advertised through SFHA for return in approximately 6 weeks' time. | *Director* | |

### 7.1.3 Quarterly Management Accounts to 31st March 2026

The Quarterly Management Accounts to 31st March 2026 were presented by the Office Manager with all principal areas highlighted for committee.

Committee were advised of the variances from budget and noted debtors and creditors. She advised that there would be some modifications from these accounts to the Annual Accounts as we have still to receive some year-end figures.

Acceptance of the report was proposed by HB, seconded by JH, and approved by the Committee

### 7.1.4 External Financial Services

Committee noted the report on external financial services. Committee discussed the continued use of FMD Financial Services and approved this be continued for a 3-year period.

Proposed acceptance of this contract was made by AG, seconded by HB, and approved by Committee.

The Director confirmed she would sign the document and return it to FMD. ***Director***

### 7.2 Maintenance Issues

### 7.2.1 Gas Servicing Contract

The Director tabled the report from the Consultant regarding the Gas Servicing Contract tender which had been returned on 20th April 2026.

Committee noted the report which was explained in detail.

Proposed acceptance of City Technical as our main gas servicing contractor from 1st June 2026 was made by MQ, seconded by JB, and approved by Committee.

### 7.2.2 Reactive Repairs Framework

Committee noted that the Reactive Repairs Framework had now been completed and all successful contractors had been notified. It was noted that the new contractors would commence on the 7th of May 2026.

### 7.2.3 Paint Contract

Committee noted that the paint contractor had commenced and Glengyre Street was almost completed.

Committee were advised that the cleaning of the render was not proving to be successful and further investigations were ongoing to use a different cleaning method. Committee would be kept updated on the outcome.

| | | Action | Date |
|---|---|---|---|

**7.3 Development Update**

**7.3.1 Phase 12 Twinlaw Street**

Committee noted that no further progress had been made regarding Phase 12, the Director advised that she would be contacting GCC for an update.

**7.3.2 Potential Development Opportunity**

The Director explained that she had confirmed that the Association would be interested in pursuing the potential development opportunity. Committee would be kept updated of any developments.

**7.4 General Issues**

**7.4.1 Maintenance Officer Recruitment**

Committee noted that the interviews had been held and an offer had been given to the successful candidate subject to references. Committee would be kept updated.

**7.4.2 Newsletter**

Committee noted that the Newsletter was being produced and changes in contractors, gas servicing would be included as soon as these were all in place.

**7.4.3 Strategy Review Day – 11th June 2026**

Committee noted that Pat from FMD would be presenting a session on the Associations 30-year projections at the Strategy Review Day on the 11th of June 2026.

**8. Action Tracker**

The Director explained the updated Action Tracker and Committee agreed the updated additions.

**9. Bacs List – April 2026**

The BACS list for April 2026 was presented to the Committee, the Office Manager explained items on the list. Proposed acceptance of the bacs list for April 2026 was made by JH, seconded by HB, and approved by Committee

**10. Freedom of Information / Environmental Information**

Committee noted that there had been no FOI / EIR request submitted.

**11. Notifiable Events**

The Director explained that the external auditors had changed their name from Alexander Sloan to TC Group Alexander Sloan. Committee approved the notifiable event and the Director confirmed that SHR had been advised.

**12. A.O.C.B.**

**May Management Committee meeting**

Committee agreed that the best time to have the May Management Committee meeting would be on Thursday 28th May 2026.

| Minutes of Meeting | *Action* | *Date* |
|---|---|---|
| **EHRA Committee Conference**<br>The Director asked if anyone would be available to attend EHRA Committee Conference which would be held on Friday 23rd October 2026 from 10 am to 4 pm. It was noted that no-one was available to attend. | ***Director*** | |
| **Eviction Report**<br>The Director tabled an eviction report from the Housing Manager. Committee were advised that all legal requirements had been met, aid enquiries made with social work services.<br><br>After lengthy discussion, proposed acceptance of the eviction was made by MQ, seconded by HB an approved by Committee. | | |
| **13. Date & Time of Next Meeting**<br>It was agreed that the next meeting of the Management Committee will be held on Thursday 28th May 2026 at 10.00am. There being no further business the meeting closed at 8.15 pm. | | |

**Approved:** ________________________________________ **Date:**____________