LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2025-2026

MEETING:	Management Committee		
VENUE:	Lochfield Park Housing Association Offices		
DATE:	24th February 2026		
TIME:	6.30 pm		
PRESENT:	Steven Gallacher (SG)	-	Chairperson
	Audrey Gilfillan (AG)	-	Vice-Chairperson
	Marie Quinn (MQ)	-	Secretary
	Joyce Hennessy (JH)	-	Treasurer
	Helen Black (HB)	-	Committee Member
	Kate Serries (KS)	-	Committee Member
	Moira Gilfillan (MG)	-	Committee Member
	Maria Oguntayo (MO)	-	Committee Member (zoom)
	Jade McCulloch (JM)	-	Committee Member (zoom)
IN ATTENDANCE:	Liz McEachran (LMc)	-	Director
	Liz Cumming (LC)	-	Office Manager
APOLOGIES:	Joan Buchanan	-	Committee Member
NEXT MEETING:	23rd March 2026		

Minutes of meeting	*Action*	*Date*

1. Apologies
Apologies for absence as noted above.

2 Declaration of Interest
There was 1 declaration of interest.

3. Matters for A.O.C.B.
There were 6 matters for aocb

4. Minutes of the Management Committee meeting of 27th January 2026
Minutes of the Management Committee meeting of 27th January 2026 were distributed prior to the meeting. Acceptance of the minute was proposed by AG, seconded by HB. Committee approved the Minutes.

5. Matters Arising
There were no matters arising from this meeting.

6. Property Management Tracker reports to January 2026
The Director went through each of the Property Management Trackers and explained them in detail.

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

7. Directors Report
7.1 Finance & Audit Issues
7.1.1 Internal Audit
Committee noted that an internal audit on Void policy and procedures was due to commence on 26th February 2026.

Committee noted that a full report would be presented once the process was completed.

7.1.2 Rent Increases 2026/27
Committee noted that all rent increase letters would be distributed before 28th February 2026, they also noted that Housing Benefit had been notified.

7.1.3 Quarterly Management Accounts to December 2025
The Quarterly Management Accounts to 31st December 2025 were discussed with the principal areas for Committee highlighted.

The Statement of Comprehensive Income, Statement of Financial Position and Loans & Covenants were explained. Committee were advised of any variances from budget and noted debtors and creditors.

Acceptance of the Quarterly Management Accounts was proposed by HB, seconded by SG, and approved by Committee

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7.1.4 Entitlements, Payments & Benefits The Director tabled the Entitlements, Payments & Benefits Policy and explained that the majority of the changes were wording and amounts updated to reflect the current costs. Proposed acceptance of this policy was made by KS, seconded by MO, and approved by Committee. The Director advised that the revised policy would be distributed to all Committee members for their information.		
7.1.5 Staffing Sub-Committee Committee were advised that a staffing sub-committee had been held on 12th February 2026. The following discussions were reported to enable the Management Committee to ratify and approve recommendations:		
• Maintenance Officer – after lengthy discussion committee approved that a Maintenance Officer be recruited for the Association. This was proposed by HB and seconded by JM. The Director would ensure that job specification had everything that was required for this position.	*Director*	
• Salary Sacrifice – The Director explained, in detail, the salary sacrifice project to enable staff to lease electric cars. Proposed acceptance of this project was made by AG, seconded by JM, and approved by Committee.	*Director*	
7.2 Maintenance Issues **7.2.1 Gas Servicing Contract** Committee noted the report on the Gas Servicing Contract and that the letter of contract termination had been delivered to City Building on Thursday 19th February 2026, giving the 3 months' notice required. It was noted that the procurement consultant would now prepare the tender documents for issue as soon as possible. Committee agreed that changing the gas service contract would require significant work and promotion by the Association to ensure a smooth transition of service for tenants.		
7.2.2 Reactive Repairs Framework Committee noted that the Reactive Repairs Framework tender due to be returned at 12pm on 9th March 2026. A tender opening has been arranged for the 9th March at 1.30pm with the procurement consultant. It was agreed that 2 committee members would be in attendance for the opening. The Procurement Consultant would then analyse all returns and prepare a report.		

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7.2.3 Paint Contract Committee noted that the Maintenance Manager had met with Mitie to discuss the forthcoming paint programme.		
The Director advised that a soft wash of the render in certain phases could be completed before the paint programme commenced. It was agreed that test patches to the buildings be completed before any further work is approved.	*Maint Manager*	
7.2.4 Ground Maintenance Contract Committee noted that the additional ground maintenance works instructed were almost complete.		
It was agreed that Caledonian Maintenance be the contractor for the ground maintenance work for 2026/27 to enable them to complete a full years' service. This was proposed by KS, seconded by MG, and approved by Committee.	*Maint Manager*	
7.3 Development Update **7.3.1 Brucefield Park – Empty Homes** Committee noted that the Maintenance Manager had viewed a property which was being sold at auction. After viewing and estimating the costs for refurbishment, it was recommended that we do not pursue this any further. This was proposed by AG, seconded by MG, and approved by Committee.		
7.3.2 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.		
7.4 General Issues **7.4.1 Strategy Review Day** Committee discussed the 11th of June 2026 for the Strategy Review Day and agreed that the Director should organise this event.		
7.4.2 Donation Request The Director advised that the donation request from Easterhouse Sports Centre "Lead the Change" programme had been made. The Programme Manager advised that this would be used to support the young person living in the Associations area and thanked the Committee for their support.		
8. Action Tracker The Director explained the updated Action Tracker and Committee agreed the updated additions.		
9. Bacs List – February 2026 The BACS list for February 2026 was presented to the Committee, the Office Manager explained items on the list.		

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Proposed acceptance of the bacs list for February 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 requests for FOI & EIR in February 2026.

11. Notifiable Events
Committee noted that there had been no notifiable events.

12. A.O.C.B.
March Committee meeting
It was agreed that the most suitable date for the Management Committee meeting in March would be Monday 23rd March 2026 at 10.30 am

Auditors – Bank letters
Committee approved that the Chairperson and Director sign the letters to allow the Auditors to request information from all the Associations banks for this year's audit. — *Action: Office Manager*

Apogee printer
The Director explained the contract with Apogee for the office printer was due for renewal in October 2026. Following discussions with Apogee a new contract had been proposed that would save the Association approximately £2,000 per annum. Proposed acceptance of this quote was made by AG, seconded by SG, and approved by Committee. — *Action: Office Manager*

Bulk Uplift Amnesty
The Director requested that the Committee approve a bulk uplift amnesty / spring clean project to enable the Association to offer a one-off bulk uplift to try and clean up the area before the ground maintenance started for the spring.

Committee agreed that this was a good idea and approved this work be advertised to all tenants.

Public Holiday – Scotland football game
The Director advised that EVH and JNC had agreed that each Association should decide if they wished to offer their staff an extra days Public Holiday on the 15th of June 2026. Committee approved that Lochfield Park staff be given this extra day, this was proposed by MQ, seconded by SG, and approved by Committee.

Marie Quinn left the meeting at this point

Compensation claim
The Director advised that a request for compensation had been received from a tenant who had a leak in the kitchen and the flooring had been damaged.

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Committee noted that this had been the 2nd time this had happened.		
Proposal to offer this tenant £ 200 was made by KS, seconded by HB, and approved by Committee.	*Office manager*	
Marie Quinn returned to the meeting at this point.		
13. Date & Time of Next Meeting It was agreed that the next meeting of the Management Committee will be held on Monday 23rd March 2026 at 10.30am. There being no further business the meeting closed at 8.40 pm.		

Approved: ____ **Date:**____________