LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2025-2026

MEETING:	Management Committee		
VENUE:	Lochfield Park Housing Association Offices		
DATE:	23rd March 2026		
TIME:	10.30 am		
PRESENT:	Steven Gallacher (SG)	-	Chairperson
	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
NEXT MEETING:	27th April 2026		

		Action	***Date***

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 3 matters for aocb

4. Minutes of the Management Committee meeting of 24th February 2026
Minutes of the Management Committee meeting of 24th February 2026 were distributed prior to the meeting. Acceptance of the minute was proposed by AG, seconded by JH. Committee approved the Minutes.

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

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

- It was noted that the Shared Ownership arears were down due to the sale of a property which had high rent arrears.
- It was noted that the review of the waiting list had now been completed and the list now had approximately 650 applicants.
- Committee were advised that GCC Homeless team had advised that they would require 67% of lets to be given to them. The Association agreed to do our best to accommodate this request.

The Director tabled the Reconciliation of Former Tenants Debits & Creditors to year-end 25/26.

Each of the debits were explained and it was noted that these totalled £ 5,283.81.

Each of the credits were explained and it was noted that these totalled £ 288.16.

Proposed acceptance of the Reconciliation of the Former Tenants Debits & Creditors for year-end was made by JB, seconded by JH, and approved by Committee.

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

	Action	Date

7. Directors Report

7.1 Finance & Audit Issues

7.1.1 Internal Audit

Committee noted that an internal audit tender was being prepared and would be available for the April meeting.

7.1.2 Insurance Renewal 2026/27

Committee noted the meeting which the Director had with Zurich Insurance regarding the insurance renewal for 26/27. It was noted that there would be an overall increase of 7.2%.

The Director advised that the Association had been asked to provide construction information for a number of phases, at present the insurance coverage had been restricted to the declared values for these properties. The Association would provide this information as soon as possible.

Proposed acceptance of the insurance renewal quote for 26/27 was made by HB, seconded by SG, and approved by Committee.

7.1.3 Electric Vehicle Leasing Policy

The Director explained the policy which had been distributed with the papers.

The Chair felt all aspects of the leasing policy had been covered and the Association should allow staff who were interested in leasing a vehicle should sign all relevant documentation before accepting the offer.

Proposed acceptance of the Electric Vehicle Leasing Policy was made by MQ, seconded by AG, and approved by Committee.

7.2 Maintenance Issues

7.2.1 Gas Servicing Contract

Committee noted the Gas Servicing Contract tender had been advertised on 19th March 2026, with a closing date of 20th April 2026, a tender opening would be scheduled for 1.30pm that day. It was aged that HB, MQ and AG in attendance at this meeting.

7.2.2 Reactive Repairs Framework

Committee noted that the Reactive Repairs Framework tender which had been returned on Thursday 12th March 2026 had still not been completed by the procurement consultant, due to the number of applications which had been received.

Committee agreed that once the report was finalised a new meeting would be arranged to allow Committee approval of the new contractors.

The Director would advise the date of the meeting as soon as possible. — *Director*

	Action	Date
7.2.3 Paint Contract Committee noted that the paint contractor had advised that he would commence work on Phases 9, 4c and Glengyre Street before the end of March 2026. It was also noted that testing of the buildings for patch cleaning would commence as soon as possible.		
7.2.4 Solar Panels The Director explained a presentation which the Maintenance Manager had attended from Net Zero Fund Management (NZFM), who are currently running a project for solar panels and battery storage in all properties. The Director explained the project and advised that this was only for information as a further presentation would take place in June 2026 for all Directors. Committee discussed the pros and cons of which could arise from a project such as this and advised that initial thoughts were interest, but further details would be needed.		
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 a potential development opportunity which had arisen. The opportunity was confidential at this moment, and Committee agreed that the Director should show interest on behalf of the Association. This was proposed by HB, seconded by JH, and approved by Committee.		
7.4 General Issues **7.4.1 Strategy Review Day** Committee noted that the 11th of June 2026 for the Strategy Review Day had been booked with Brian Coyel facilitating. Further information would be discussed nearer the date.		
7.4.2 Donation Request The Director advised that the donation request from EVH for CHAS 2026 Appeal had been received. It was noted that EVH staff would be taking part in the Kiltwalk this year.		
Proposed donation of £ 500 was made by MQ, seconded by HB and approve by Committee.	***Office Manager***	

		Action	*Date*

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

9. **Bacs List – March 2026**
The BACS list for March 2026 was presented to the Committee, the Office Manager explained items on the list.

Proposed acceptance of the bacs list for March 2026 was made by JH, seconded by HB, and approved by Committee

10. **Freedom of Information / Environmental Information**
Committee noted that there had been 1 FOI request submitted to the office, but this was in fact not an FOI item and this was explained to the person, and no further response had been received.

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

12. **A.O.C.B.**
Scottish Housing Regulator
Annual Assurance Statement
Committee noted that 2 new items were added to the Annual Assurance Statement for this year:
Data on Properties
Minimum on gypsy / travellers

The Association would deal with these questions accordingly.

Engagement Assessment for 2026/27
Committee noted that the Engagement Assessment would be announced at the start of April 2026.

Maintenance Officer vacancy
Committee noted that the Maintenance Officer vacancy was being advertised now. It was noted that a closing date for applicants would be 7th April 2026, with an interview day of Friday 24th April 2026. It was agreed that MQ and AG be part of the interview panel.

13. **Date & Time of Next Meeting**
It was agreed that the next meeting of the Management Committee will be held on Monday 27th April 2026 at 10.30am. There being no further business the meeting closed at 12.15 pm.

Approved: ____**Date:**___________