

**LOCHFIELD PARK HOUSING ASSOCIATION LTD**

**MINUTES 2019-2020**

**MEETING:** Management Committee

**VENUE:** Lochfield Park Housing Association Offices

**DATE:** 27<sup>th</sup> August 2019

**TIME:** 6.30 pm

**PRESENT:**

[REDACTED]

**IN ATTENDANCE:** Kenny Halliday - Director  
Liz Cumming - Office Manager

**APOLOGIES:**

[REDACTED]

**NEXT MEETING:** 27<sup>th</sup> August 2019

1. **Apologies**  
Apologies for absence were as noted above.
- 2 **Declaration of Interest**  
There was no declarations of interest.
3. **Matters for A.O.C.B.**  
There were 2 matters for a.o.c.b.
4. **Minutes of the Management Committee Meeting of 26<sup>th</sup> May 2019**  
Minutes of the Management Committee meeting of 26<sup>th</sup> May 2019 were distributed prior to the meeting. Acceptance of the minute was proposed by [REDACTED], seconded by [REDACTED]. Committee approved the Minutes.
5. **Matters Arising**  
There were no matters arising from these minutes.
6. **Minutes of the Property Management Sub-Committee meeting of 11<sup>th</sup> June 2019**  
Minutes of the Property Management Sub-Committee meeting of 11<sup>th</sup> June 2019 were distributed prior to the meeting. Acceptance of the minutes was proposed by [REDACTED], seconded by [REDACTED]. Committee approved the Minutes.
7. **Directors Report**
  - 7.1 **Finance & Audit Issues**
    - 7.1.1 **Business Plan 2019 – 2022**  
Committee noted the report on the Business Plan and the Director advised he would let Committee know if any feedback was received.
    - 7.1.2 **Annual Return on the Charter (ARC) 2019**  
Committee noted that the Annual Return on the Charter had been sent to SHR in accordance with regulations.
    - 7.1.3 **Annual Accounts / External Audit 2019**  
Committee noted that the External Auditors had now completed and we await the annual accounts and any report from them.
    - 7.1.4 **ARC Assurance Statement 2019**  
Committee noted the training for staff and committee for the ARC Assurance Statement and agreed that Thursday 15<sup>th</sup> August 2019 was suitable for event.
    - 7.1.5 **Staff & Committee Training Plan**  
The Director presented the Staff and Committee Training Plan to December 2019. This was discussed in detail and it was agreed that any other training which Committee felt should be included would be notified to the Director and he would organise this.

*Director*

**7.1.6 Five Year Financial Projections 2019-2024**

Committee noted the report on the Five Year Projections 2019-24 and the Director explained the report in detail.

Proposed acceptance of the Five Year Projections was made by [REDACTED], seconded by [REDACTED] and approved by Committee.

It was agreed that these would be sent to the Regulator in time for the 30<sup>th</sup> June 2019 deadline.

*Office Manager*

**7.1.7 Loan Portfolio Return 2019**

Committee noted the Loan Portfolio Return which had been completed by the Finance Agent.

Acceptance of the Loan Portfolio return was proposed by [REDACTED], seconded by [REDACTED] and approved by Committee.

It was noted that this would be sent to the Regulator in time for the 30<sup>th</sup> June 2019 deadline.

*Office Manager*

**7.2 Development Update**

**7.2.1 Brucefield Park Empty Homes**

Committee noted the report on the Compulsory Purchase order and the Director advised that no communication had been received yet from the owner.

It was noted that the owner of 2 other properties has contacted the Association with a view to selling their properties. GCC have confirmed that they would support the Association in the acquisition of all 3 properties.

**7.2.2 Strategy & Development Funding Plan 2019 – 2022**

The Director updated Committee on the meeting which he had attended at DRS regarding future planned developments. It was noted that the Association would be working towards site starts in both Phase 10 and Phase 11 in this financial year. It was also noted that the Tenders for Phase 10 should be issued by early July 2019.

**7.3 General Issues**

**7.3.1 EHRA Update**

Committee noted the report which had been distributed regarding EHRA.

**7.3.2 Staffing Sub-Committee meeting 11<sup>th</sup> June 2019**

Committee noted the report from the Staffing Sub-Committee.

The staff sickness for the year was also noted by Committee.

8. **E.H.R.A. & Other Groups**  
**EHRA** – Committee noted the EHRA update.
- Allotment Group** – Committee noted that the Allotment Group had only 12 beds left. It was agreed that the Association would include information regarding the Allotment Group on their social media pages and in the next newsletter.
- SFHA Conference** - A report was made on the recent SFHA Conference which had been attended and it was felt that this was an interesting and informative 2 days.
9. **Consultation Documents**  
There were no consultation documents for this month.
10. **Correspondence / Cheque – BACS list / SHARE Applications**  
**Correspondence**  
There was no extra correspondence to report.
- Cheque – BACS list for June 2019**  
Acceptance of the Cheque list & BACS list for June 2019 were proposed by [REDACTED], seconded by [REDACTED] and approved by Committee.
12. **A.O.C.B.**  
**Fire Regulations & Scottish Government Loan Scheme (FCMD)**  
The Director presented a report regarding the Fire Regulations & Scottish Government Loan Scheme (FCMD) to Committee.
- This was discussed in detail and it was agreed that the Association should apply for the loan from the Scottish Government and engage Sight, Sound Security Systems to undertake the work.
- This was proposed by [REDACTED], seconded by [REDACTED] and approved by Committee.
- Future Conferences**  
Committee were advised of Governing Bodies Conference on 4<sup>th</sup> & 5<sup>th</sup> September 2019 and the EVH Conference on 22<sup>nd</sup> to 24<sup>th</sup> November 2019. It was agreed that the information would be distributed to all Committee members and they should advise the office, as soon as possible, if they wished to attend.
13. **Date & Time of Next Meeting**  
The next meeting of the Management Committee would be on Tuesday 27<sup>th</sup> August 2019 at 6.30 pm in the Associations office. There being no further business the meeting closed at 8.10pm

Maint  
Manager

Office  
Manager

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_