

# **LOCHFIELD PARK HOUSING ASSOCIATION LTD**

## **MINUTES 2019-2020**

**MEETING:** Management Committee

**VENUE:** Lochfield Park Housing Association Offices

**DATE:** 28<sup>th</sup> May 2019

**TIME:** 6.30 pm

**PRESENT:**

[REDACTED]

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

**APOLOGIES:**

[REDACTED]

**NEXT MEETING:** 25<sup>th</sup> June 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 no matters for a.o.c.b.
  
- 4. Minutes of the Management Committee Meeting of 30<sup>th</sup> April 2019**  
Minutes of the Management Committee meeting of 30<sup>th</sup> April 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 14<sup>th</sup> May 2019**  
Minutes of the Property Management Sub-Committee meeting of 14<sup>th</sup> May 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**  
The Director presented the Business Plan 2019 – 2022 to the Committee and explained each section in detail.  
  
The Director explained to Committee that this Business Plan incorporated the outcomes of the Strategy Review Day and the most recent financial forecasts, including the development plan. Committee noted that the Business Plan would be the working document to take the Association forward for the next 3 years.  
  
Proposed acceptance of the Business Plan 2019 – 2002 was made by [REDACTED], seconded by [REDACTED] and approved by Committee.  
  
**7.1.2 Annual Return on the Charter (ARC) 2019**  
The Director explained the ARC, and explained each section of it to committee. This was shown on the smart board for all to peruse.  
  
After discussion, proposed acceptance of the ARC for 2019 was made by [REDACTED], seconded by [REDACTED] and approved by Committee.  
  
It was agreed that the Office Manager would send the ARC to SHR on 29<sup>th</sup> May 2019.

**Office  
Manager**

### **7.1.3 Quarterly Management Accounts to 31<sup>st</sup> March 2019**

The Director went through the final quarter Management Accounts to 31<sup>st</sup> March 2019 covering the main areas for Committee. Committee were advised that these accounts were to the year end and we anticipated minimal changes for the Annual Accounts.

The Director went through the Income & Expenditure, Balance Sheet and Management Expenses and the Routine Repairs in detail highlighting the main areas.

The Key Performance Indicators were discussed and noted, it was agreed that the Association was performing well against targets. It was confirmed that all financial covenants had been met. Acceptance of the Accounts was proposed by [REDACTED], seconded by [REDACTED]. Committee approved the accounts.

### **7.1.4 Policy Review Timetable 2019 - 20**

Committee noted the report on the Policy Review timetable and agreed that the review would commence from the Management Committee meeting in June 2019.

### **7.1.5 Staff and Committee Training Plan 2019 / 20**

Committee noted the report on the Staff & Committee Training Plan 2019 / 20.

## **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.

## **7.3 General Issues**

### **7.3.1 EHRA Update**

Committee noted the report which had been distributed regarding EHRA.

### **7.3.2 Staff Appraisals 2018 / 19**

Committee noted the report on staff appraisals and agreed a sub-committee meeting would be arranged.

	<i>Action</i>	<i>Date</i>
<p><b>7.3.3 New Staff Member</b> Committee noted that the Senior Housing Officer, Laura Smith was settling in well to her new post.</p> <p><b>7.3.4 Eviction Case 0887</b> Committee noted that the Eviction for case 0887 had been carried out and Social Work were supporting the tenant.</p> <p><b>8. E.H.R.A. &amp; Other Groups</b> <b>EHRA</b> – Committee noted the EHRA update.</p> <p><b>FARE Lunch Club</b> – Committee noted that FARE were holding a lunch club on Friday's free of charge.</p> <p><b>9. Consultation Documents</b> There were no consultation documents for this month.</p> <p><b>10. Correspondence / Cheque – BACS list / SHARE Applications</b> <b>Correspondence</b> <b>Blairtummock Housing Association – 30<sup>th</sup> Anniversary</b> An invitation had been received from Blairtummock Housing Association to celebrate their 30<sup>th</sup> Anniversary with buffet, drinks &amp; entertainment on Friday 7<sup>th</sup> June 2019. It was agreed that [REDACTED] [REDACTED] would attend on behalf of the Association.</p> <p><b>F.A.R.E.</b> A letter had been received from FARE requesting assistance with this year's gala day on Thursday 8<sup>th</sup> August 2019. It was proposed to donate £ 1,000 to this worthwhile cause. This was proposed by [REDACTED], seconded by [REDACTED] and approved by Committee.</p> <p><b>SFHA Conference – 11<sup>th</sup> &amp; 12<sup>th</sup> June 2019</b> It was agreed that [REDACTED] and a staff member would attend the SFHA Conference in the Radisson Blu Hotel.</p> <p><b>EVH HR / Recruitment Conference – 18<sup>th</sup> June 2019</b> It was noted that the EVH HR / Recruitment conference would be held in The Grand Central Hotel. Committee were asked to advise the Office Manager if anyone wished to attend.</p> <p><b>Cheque – BACS list for May 2019</b> Acceptance of the Cheque list &amp; BACS list for May 2019 were proposed by [REDACTED], seconded by [REDACTED] and approved by Committee.</p> <p><b>12. A.O.C.B.</b> There were no matters for A.O.C.B.</p>	<p><i>Office Manager</i></p> <p><i>Office Manager</i></p> <p><i>Office Manager</i></p> <p><i>Office Manager</i></p>	

	<i><b>Action</b></i>	<i><b>Date</b></i>
<b>13. Date &amp; Time of Next Meeting</b> The next meeting of the Management Committee would be on Tuesday 25 <sup>th</sup> June 2019 at 6.30 pm in the Associations office. There being no further business the meeting closed at 8.10pm		

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