

# LOCHFIELD PARK HOUSING ASSOCIATION LTD

## MINUTES 2023-2024

**MEETING:** Management Committee

**VENUE:** Lochfield Park Housing Association Offices

**DATE:** 28<sup>th</sup> August 2023

**TIME:** 6.00 pm

**PRESENT:**

Audrey Gilfillan	-	Vice-Chair
Marie Quinn	-	Secretary
Hannah McDonald	-	Committee Member
Helen Black	-	Committee Member
Kate Serries	-	Committee Member
Jade McCulloch	-	Committee Member
Lorraine Keegan	-	Committee Member
Jenna Vance	-	Committee Member
Joan Buchanan	-	Committee Member (Zoom)
Maria Oguntayo	-	Committee Member (Zoom)
Karen Bowman	-	Co-opted Member

**IN ATTENDANCE:**

Kenny Halliday	-	Director
Liz McEachran	-	Depute Director
Liz Cumming	-	Office Manager

**APOLOGIES:**

Steven Gallacher	-	Chairperson
Moira Gilfillan	-	Treasurer
Joyce Hennessy	-	Committee Member

**NEXT MEETING:** 25<sup>th</sup> September 2023

1. **Apologies**  
Apologies for absence were as noted above.
2. **Declaration of Interest**  
There were 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 27<sup>th</sup> June 2023**  
Minutes of the Management Committee meeting of 27<sup>th</sup> June 2023 were distributed prior to the meeting. Acceptance of the minute was proposed by Jade McCulloch, seconded by Marie Quinn. Committee approved the Minutes.
5. **Matters Arising**  
There were no matters arising from these minutes.
6. **Minutes of the Special Management Committee meeting of 8<sup>th</sup> August 2023**  
Minutes of the Special Management Committee meeting of 8<sup>th</sup> August 2023 were distributed prior to the meeting. Acceptance of the minute was proposed by Marie Quinn, seconded by Hannah McDonald. Committee approved the Minutes.
7. **Minutes of the Property Management Sub-committee meeting of 22<sup>nd</sup> August 2023**  
Minutes of the Property Management Sub-committee meeting of 22<sup>nd</sup> August 2023 were distributed prior to the meeting. Acceptance of the minute was proposed by Audrey Gilfillan, seconded by Marie Quinn. Committee approved the Minutes.
8. **Directors Report**
  - 8.1 **Governance, Finance & Audit Issues**
    - 8.1.1 **Annual Accounts**  
Committee noted the report on the annual accounts and noted that the recommendation from the Auditors had been accepted and subsequently confirmed in writing.
    - 8.1.2 **Quarterly Management Accounts to 30<sup>th</sup> June 2023**  
The Finance Agent went through the Quarterly Management Accounts to 30<sup>th</sup> June 2022 and highlighted the main areas for Committee. He explained the new layout of the Management Accounts and advised that he would go through each section to allow Committee to familiarise themselves with this.  
  
Committee were advised that these were for the first quarter of the year and the Association was performing well against budget.

### Minutes of Meeting

Acceptance of the Quarterly Management Accounts was proposed by Marie Quinn, seconded by Jade McCulloch and approved by Committee

#### 8.1.3 Annual General Meeting 2023

Committee noted the date of the Annual General meeting is 14<sup>th</sup> September 2023 and that all papers would be distributed on the 29<sup>th</sup> August 2023.

#### 8.1.4 Annual Financial Statement 2023

Committee noted the report on the Annual Financial Statement and the Director explained it in detail.

It was noted that this would be sent to the Regulator after the Annual General Meeting

#### 8.1.5 ARC Report 2023

Committee noted the report on the ARC Return 2023.

#### 8.1.6 Cyber Insurance Cover

Committee noted the report on Cyber Insurance Cover. The Director explained the background to this insurance and why it was needed. Committee approved the cost to Endsleigh for this insurance cover.

#### 8.1.7 Business Plan 2023-2028

The Director explained that the Business Plan 2023-28 was now complete and explained why this was necessary and the information which was contained within it.

## 8.2 Development Update

### 8.2.1 Brucefield Park Empty Homes Project

Committee noted the report on Brucefield Park Empty Homes Project and noted that the Association had now acquired 4 more properties.

It was noted that asbestos had been found in these properties but was being dealt with by a specialist contractor. Committee noted that this would lead to delays in the refurbishment.

### 8.2.2 Phase 10 – Abbeycraig Road

Committee noted the report on Phase 10 and were advised that GCC, NRS had chosen Phase 10 as one of their audit developments this year. This would be carried out in October 2023.

It was also noted that there was a problem with pigeons roosting on the roof solar panels and this was being looked into by the Association.

Committee were updated on the recent meeting which the Association had with Social Work regarding the HSCP Properties.

Committee would be kept informed of any progress on this issue.

**8.2.3 Phase 11 – Abbeygreen Street**

Committee noted the report on Phase 11 – Abbeygreen Street.

**8.2.4 Phase 12 Feasibility Study**

Committee noted the report on Phase 12 Feasibility Study, and it was proceeding as planned. It was noted that the Architect would present the study in due course.

**8.3 General Issues****8.3.1 Staffing**

Committee noted that three members of staff would be attending training courses over the next year.

**8.3.2 30<sup>th</sup> Anniversary Gala Day**

Committee agreed that the Gala Day had been a great success and acknowledged the feed back and thank you cards received from the community.

**8.3.3 Chartered Institute of Housing Scotland – Housing Awards 2023**

Committee noted the CIH Awards ceremony would be on 27<sup>th</sup> October 2023 in the Raddison Blu Hotel.

**8.3.4 Scotland Excell**

The Director explained Scotland Excell to Committee and how this works for procurement.

*Director*

After discussion, approval to join Scotland Excell was made by Kate Serries, seconded by Helen Black and approved by Committee.

**9. Freedom of Information / Environmental Information**

Committee noted that there had been 1 FOI request received into the office and this had been answered within the timescale and no further correspondence had been received.

**10. Notifiable Events**

Committee noted that there were no Notifiable Events.

**11. BACS List**

The BACS list for July & August was tabled at the meeting. The Office Manager explained items on the list.

Proposed acceptance of both of the bacs lists was made by Audrey Gilfillan, seconded by Helen Black and approved by Committee.

**12. A.O.C.B.****SHARE Applications**

Committee noted the following Share Membership applications

Jennifer Giffen

Zhanna Bondaieva

**Minutes of Meeting**

Acceptance of the applications was proposed by Lorraine Keegan, seconded by Jade McCulloch and approved by Committee. The new member would receive a Share Certificate and Lochfield Park Rules

**Homemaster**

The Depute Director explained Homemaster, which is a computer system similar to SDM, it was explained that this company would be in attendance at the office for 1½ days to show how this system would work and answer any questions from staff.

Committee agreed that the Depute Director should also meet with other organisations using this system and report back to Committee on recommendations for new housing software.

**13. Date & Time of Next Meeting**

The next meeting of the Management Committee will be held on 26<sup>th</sup> September 2023. There being no further business the meeting closed at 7.45 pm.

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