

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2024-2025

- MEETING:** Management Committee
- VENUE:** Lochfield Park Housing Association Offices
- DATE:** 25th February 2025
- TIME:** 6.30pm
- PRESENT:**
- | | | |
|-----------------------|---|-------------------------|
| Steven Gallacher (SG) | - | Chairperson |
| Audrey Gilfillan (AG) | - | Vice-Chairperson |
| Marie Quinn (MQ) | - | Secretary |
| Helen Black (HB) | - | Committee Member |
| Joyce Hennessy (JH) | - | Committee Member |
| Kate Serries (KS) | - | Committee Member |
| Jade McCulloch (JM) | - | Committee Member (zoom) |
- IN ATTENDANCE:**
- | | | |
|---------------------|---|------------------|
| Liz McEachran (LMc) | - | Interim Director |
| Liz Cumming (LC) | - | Office Manager |
- APOLOGIES:**
- | | | |
|----------------------|---|------------------|
| Maria Oguntayo (MO) | - | Committee Member |
| Karen Bowman (KB) | - | Committee Member |
| Lorraine Keegan (LK) | - | Committee Member |
| Joan Buchanan (JB) | - | Committee Member |
| Moira Gilfillan (MG) | - | Treasurer |
- NEXT MEETING:** 25th March 2025

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 2 matters for A.O.C.B.

4. **Minutes of the Management Committee meeting of 28th January 2025**
Minutes of the Management Committee meeting of 28th January 2025 were distributed prior to the meeting. Acceptance of the minute was proposed by JH, seconded by HB. Committee approved the Minutes.

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

6. **Property Management Tracker Report**
Committee noted the property management tracker reports, and the Interim Director went through these, the following points were noted:
 - The shared ownership property has now had guardianship granted to the family, who will now be able to deal with the property.
 - A sharing owner requested permission to sell the property and this had been granted and an offer has been accepted, the paperwork is now with the Associations Solicitors.

There was no other business regarding the trackers.

Proposed acceptance of the tracker reports was proposed by MQ, seconded by HB and approved by Committee.

7. **Directors Report**
7.1 **Finance & Audit Issues**
7.1.1 **Tenders**
 External Audit
Committee were advised that the external audit tender was due to be returned on Thursday 6th March 2025 at 12 noon. It was agreed that two committee members would attend the opening.

A report would be given to the Management Committee at the next meeting.

Ground Maintenance Tender
Committee noted that this tender would be advertised this week and Committee would be advised of a date for tender opening.

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Action Date

Internal Audit

Committee noted that the next internal audit would be on Budgeting Policies and would commence on 10th March 2025. The completed report would be brought to the next committee meeting.

7.1.2 Options Appraisal

The Interim Director explained the Options Appraisal process and advised that Quinn Internal Audit were available to commence the works in the timescale required.

Committee discussed the costing breakdown and review process.

Proposed acceptance of Quinn Internal Audit to complete the Options Appraisal was made by MQ, seconded by AG and approved by Committee.

*Interim
Director*

The Chairperson advised that he had contacted the Scottish Housing Regulator regarding the Options Appraisal process and they had acknowledged this work and advised they should be kept updated.

Policy Working Group

Committee agreed to have a short life Policy Working group to enable the required policies to be reviewed and updated, it was agreed that the Interim Director would organise meetings to complete this work.

*Interim
Director*

Stock Condition Survey

The Interim Director explained the need to keep the Stock Condition Survey up to date. Proposal to employ an independent consultant for the next 2 years to complete 50% per year was made by HB, seconded by JH and approved by Committee.

It was agreed that the Interim Director would look at different consultants and report back to Committee.

*Interim
Director*

7.1.3 Tenant Consultation Rent Increase 2025/26

Committee noted the updated Tenant Consultation Rent Increase Survey, it was noted that this had now increased to 21.6% of our tenants and sharing owners.

7.1.4 Rent Increase 2025/26

Committee noted that the rent increase letters would be distributed before the 28th February 2025.

7.1.5 The Scottish Housing Regulator – Long-term voids

Committee noted the request from the Scottish Housing Regulator regarding long-term voids. It was noted that the Interim Director would reply to the request.

7.1.6 Pay Negotiations 2025/26

Committee noted the ballot paper from EVH regarding the pay negotiations for 2025/26.

After discussion it was agreed that the Association would accept the proposal from EVH. The Interim Director would reply to the ballot.

*Interim
Director*

7.2 Development Update**7.2.1 Brucefield Park Empty Homes Project**

Committee noted that work had begun on the 1 property which had been purchased, with anticipated completion in April 2025.

7.2.2 Phase 12 Twinlaw Street

Committee noted that City Properties had contacted the Association regarding a small area which was previously not been in the plans. After discussion with the Architects, it was agreed that the Association would be interested but the site would have to be cleared before any negotiations.

Committee would be kept updated of any further contact.

7.3 General Issues**7.3.1 Storm Damage Fencing**

Committee noted that the Maintenance Manager had received quotes for the 41 areas of fencing which needed replaced / repaired after Storm Eowyn. It was noted that the costs mounted to approximately £ 24,000.

After lengthy discussion, it was agreed that the Maintenance Manager should use both the Associations fencing contractors and the best costs possible and ensure the work is completed before the end of the financial year.

This was proposed by SG, seconded by KS and approved by Committee.

7.3.2 Committee & Staff Training Plan 2024-25

Committee agreed the Procurement Training had been beneficial and very informative.

It was noted that the next event would be Recruitment training and dates would be issued once availability had been received.

7.3.3 Staff Appraisals

Committee noted that Staff Appraisals would be conducted in early March with a report to the Staffing sub-committee.

7.3.4 Prince & Princess of Wales Hospice

Committee noted that a thank you had been received from the Prince & Princess of Wales Hospice for the donation made in memory of Kenny.

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7.3.5 EVH Annual Conference

Committee noted the dates of the EVH Annual Conference. It was noted that no one was available to attend.

8. Action Tracker

The Interim Director explained the updated Action Tracker and the additions. It was noted that this would be updated every month.

9. Bacs List – February 2025

The BACS lists for February 2025 was presented to the Committee; the Office Manager explained items on the list.

Proposed acceptance of the bacs list for February 2025 was made by AG, seconded by HB and approved by Committee.

10. Freedom of Information / Environmental Information

Committee noted that there had no FOI's or EIR's this month.

11. Notifiable Events

There were no Notifiable Events this month.

**12. A.O.C.B.
Reception Area**

The Interim Director explained the lack of privacy in the reception area. How to combat this was discussed and it was agreed that a television which would be used to advertise events for the Association and in the area and also play music was approved by Committee.

Jackets for committee & staff

Committee approved the purchase of waterproof jackets for the staff and fleeces for all staff and committee members with Lochfield Park embroidered on them.

13. Date & Time of Next Meeting

The next meeting of the Management Committee will be held on Tuesday 25th March 2025. There being no further business the meeting closed at 8.35 pm.

Approved: _____ **Date:** _____