

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2021-2022

MEETING: Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 26th October 2021

TIME: 6.30 pm

PRESENT:

Steven Gallacher	-	Chairperson
Ann Whitley	-	Vice-Chairperson
Moira Gilfillan	-	Treasurer
Marie Quinn	-	Secretary
Kate Serries	-	Committee Member
Michelle Lavery	-	Committee Member
Hannah McDonald	-	Committee Member
Joan Buchanan	-	Committee Member
Jade McCulloch	-	Committee Member

IN ATTENDANCE:

Liz McEachran	-	Depute Director
Liz Cumming	-	Office Manager

APOLOGIES:

Kenneth Halliday	-	Director
Audrey Gilfillan	-	Committee Member
Helen Black	-	Committee Member

NEXT MEETING: 30th November 2021

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 was 1 matter for a.o.c.b.
4. **Minutes of the Special Management Committee meeting of 28th September 2021**
Minutes of the Special Management Committee meeting of 28th September 2021 were distributed prior to the meeting. Acceptance of the minute was proposed by Ann Whitley, seconded by Michelle Lavery. Committee approved the Minutes.
5. **Minutes of the Management Committee meeting of 28th September 2021**
Minutes of the Management Committee meeting of 28th September 2021 were distributed prior to the meeting. Acceptance of the minute was proposed by Kate Serries, seconded by Ann Whitley. Committee approved the Minutes.
6. **Matters Arising**
There were no matters arising from these minutes.
7. **Property Management Report – Six month review to 30th September 2021**
The Depute Director presented the report for the 6 months of this financial year to 30th September 2021.

The following points were noted:

- Rental income collected was £ 32,154 more than previous year.
- Non-Technical Arrears were 3.6% of our net rent receivable.
- Technical Arrears have decreased in the 6 months by 0.5% in the same period last year.
- Allocations are at 23.6 days average time to re-let. There have been 11 allocations in the first 6 months.

All other sections of the Housing Management report were discussed and explained in detail.

The maintenance section of the 6 monthly report was explained and noted by Committee.

It was noted that the paint programme was well underway and gutters in these phases would be completed at the same time.

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Minutes of Meeting

Action Date

Acceptance of the Property Management was proposed by Marie Quinn, seconded by Ann Whitley and approved by Committee.

8. Directors Report

8.1 Governance, Finance & Audit Issues

8.1.1 Annual Assurance Statement 2021

Committee noted that the Annual Assurance Statement had been sent to the Scottish Housing Regulator.

8.1.2 Designated Signatories List 21/22

Committee noted the report on the designated signatories for the year 2021/22. The Office Bearers signed the bank mandate and signatories list for GCC. These would be forwarded to all relevant bodies.

*Office
Manager*

8.1.3 New Rules 2021

Committee noted the report on the new Rules and noted that these had been sent to all relevant bodies.

*Office
Manager*

8.1.4 Budget 2022-23

Committee noted the report on the budget 2022-23.

8.1.5 ARC Report 2021 (Annual Return on the Charter)

The Depute Director distributed the Annual Return on the Charter, which had been received today. It was noted that this would be distributed to all tenants this week before the deadline of 31st October 2021.

8.2 Development Update

8.2.1 Brucefield Park Empty Homes

Committee noted the report on Brucefield Park Empty Homes. They noted that the 3 CPO's were still proceeding. Committee would be kept informed of the progress

8.2.2 Phase 10 – Abbeycraig Road

Committee noted that progress was now approximately 9 weeks behind due to utility companies and supplies. Committee would be kept updated of progress.

8.2.3 Phase 11 – Abbeygreen Street

Committee noted the report on the funding for Phase 11 and that they were progressing well with groundworks and building foundations.

8.2.5 Phase 12 – Twinlaw Street

Committee noted that report on Phase 12 – Twinlaw Street and were advised they would be kept informed of any progress.

8.3 General Issues

8.3.1 Photocopier Services

Committee noted that the photocopier was now in place and working well.

Minutes of Meeting**Action Date**

- | | Action Date |
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| <p>9. Freedom of Information / Environmental Information
Committee were advised that there were no FOI or Environmental information requests this month.</p> | |
| <p>10. Notifiable Events
There were no notifiable events to record</p> | |
| <p>11. A.O.C.B.
Bulk Uplift
Committee asked if there was any developments with GCC and bulk uplift in the area. The Depute Director advised that the Association is in talks with a contractor and GCC to try and find out the best way forward with bulk. Committee would be kept informed of any progress made in this matter.</p> | |
| <p>12. Date & Time of Next Meeting
The next meeting of the Management Committee will be held on 30th November 2021. There being no further business the meeting closed at 7.30pm</p> | |

Approved: _____ Date: _____