

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2020-2021

MEETING: Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 27th April 2021

TIME: 11.00 am

PRESENT:

Ann Whitley	-	Chairperson
Hannah McDonald	-	Vice-Chairperson
Steven Gallacher	-	Treasurer
Marie Quinn	-	Secretary
Joan Buchanan	-	Committee Member
Moira Gilfillan	-	Committee Member
Audrey Gilfillan	-	Committee Member

IN ATTENDANCE:

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

APOLOGIES:

Michelle Lavery	-	Committee Member
Kate Serries	-	Committee Member
Jade McCulloch	-	Committee Member
Stuart Bermingham	-	Committee Member
Helen Black	-	Committee Member

NEXT MEETING: 25th May 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 3 matters for a.o.c.b.
4. **Minutes of the Management Committee meeting of 30th March 2021**
Minutes of the Management Committee meeting of 30th March 2021 were distributed prior to the meeting. Acceptance of the minute was proposed by Joan Buchanan, seconded by Hannah McDonald. Committee approved the Minutes.
5. **Matters Arising**
There were no matters arising from these minutes.
6. **Property Management Review 2020/2021**
 - 6.1 **Housing Management ARC & Annual Review 2020/2021**
The Depute Director went through the report which had been distributed previously.

Each section was explained in detail and Committee noted all points throughout the report.

It was also noted that the eviction under anti-social behaviour had been carried out today with no problems.

Acceptance of the report was made by Hannah McDonald, seconded by Ann Whitley and approved by Committee.
 - 6.2 **Maintenance Review 2020/2021**
Committee noted the Maintenance Review 2020/2021 which had been previously distributed.

Each section was explained in detail and discussed.

Acceptance of the report was made by Joan Buchanan, seconded by Ann Whitley and approved by Committee.
7. **Directors Report**
 - 7.1 **Governance, Finance & Audit Issues**
 - 7.1.1 **Model Rules 2020**
Committee noted that the SGM would be rescheduled until the 10th June 2021 to enable all amendments and work to be completed prior to the meeting taking place.

This was approved by the Committee.

7.1.2 Tenant Satisfaction Survey 2021

Committee noted that the Tenant Satisfaction Survey was being carried out just now by telephone and mail. It was noted that if this was not enough then visits would be arranged by staff.

7.1.3 Review of Performance 2020/21

The Director explained the Review of Performance for 2020/21 and went through each point. It was noted that although the Association had been working from home, all work had been completed and the Organisation had managed the pandemic in a way which protected the good name of the Association.

Acceptance of the Review of Performance was proposed by Hannah McDonald, seconded by Moira Gilfillan and approved by Committee.

7.1.4 Business Plan Review 2021

Committee noted the report on the Business Plan Review and agreed that a ½ day (Review Day) should be held later in the year to enable the Association to get back on track with the business delivery plan.

7.1.5 Training & Policy Review 2021

Committee noted that staff appraisals would be held and committee would be provided with a report for any training and development needed. It was noted that the Depute Director would be assisting with these appraisals as part of the mentoring program.

7.1.6 Year End Finance & Audit Issues

Committee noted that the year-end finance work was underway for the external audit to commence on 31st May 2021.

Committee also noted that Howard Dales, Finance Agent would be retiring at the end of September 2021 and the Association would need to consider options before this time.

7.1.7 Ground Maintenance Contract 2021-2023

Committee noted that the Ground Maintenance Contract 2021-2023 had now been signed by all parties.

7.1.8 Front Funding of Phase 11

Committee were advised that the Association would no longer have to front fund the development work at Abbeygreen Street – Phase 11 as GCC have advised that due to funding being received from the Scottish Government they would HAG fund the project this financial year.

The Director is awaiting confirmation of this in writing from GCC.

The Finance Agent will review the projection for this year's budget to show these changes.

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

Committee noted the report on Brucefield Park Empty Homes. The Director advised that there were 3 CPO's being pursued at the moment and GCC have asked Lochfield Park to acquire these. This was being dealt with at the moment. Committee would be kept informed of the progress

7.2.2 Strategy & Development Funding Plan

Committee noted the SDFP had been sent to DRS in December as per regulations. It was noted that a review date had been organised for the 10th of May 2021. Committee will be updated after this meeting.

7.2.3 Phase 10 – Abbeycraig Road

Committee noted that progress was 6 weeks behind due to weather and utility companies. Committee would be kept informed of the progress.

7.2.4 Phase 11 – Abbeygreen Street

Committee noted the report on Phase 11 – Abbeygreen Street. It was noted that due to the requirement of a gas diversion the site start had been delayed until 26th May 2021.

7.3 General Issues**7.3.1 Internal Audit**

Committee noted that the 3 Internal Audits for the next year would be:
Allocations / Gas Safety / Complaints

Quinn Internal Audit Services are drawing up an audit plan at the moment. Committee would be advised of dates.

8. Freedom of Information / Environmental Information

Committee were advised that a Freedom of Information / Environmental Information request had been received on 22nd March 2021 and responded to in full on 19th April 2021. The Association received a reply on 20th April 2021, which the Director responded to on 21st April 2021. The response has been accepted and the request is now closed as per our regulations.

9. Notifiable Events

There were no notifiable events to record

10. A.O.C.B.**Sharing Owners Occupancy Agreements**

Committee were advised that the Sharing Owners Occupancy Agreements would be issued to all Sharing Owners from the Association as per the legislation within the next month.

Pocket Park

Committee were advised that the Pocket Park would be opened as soon as the last of the play equipment had been replaced / repaired.

Minutes of Meeting

Action Date

It was noted that some of the new equipment had already been vandalised and it was agreed that the installation of a camera should be investigated. A report would be given to committee once costs etc. had been received.

11. Date & Time of Next Meeting

The next meeting of the Management Committee would be at 11am on 25th May 2021. There being no further business the meeting closed at 12.35pm

Approved: _____ **Date:** _____