

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2021-2022

- MEETING:** Management Committee
- VENUE:** Lochfield Park Housing Association Offices
- DATE:** 29th June 2021
- TIME:** 11.00 am
- PRESENT:**
- | | | |
|------------------|---|------------------|
| Ann Whitley | - | Chairperson |
| Hannah McDonald | - | Vice-Chairperson |
| Steven Gallacher | - | Treasurer |
| Marie Quinn | - | Secretary |
| Audrey Gilfillan | - | Committee Member |
| Joan Buchanan | - | Committee Member |
| Moira Gilfillan | - | Committee Member |
- IN ATTENDANCE:**
- | | | |
|----------------|---|-----------------|
| Kenny Halliday | - | Director |
| Liz McEachran | - | Depute Director |
| Liz Cumming | - | Office Manager |
| Howard Dales | - | Finance Agent |
- APOLOGIES:**
- | | | |
|----------------|---|------------------|
| Jade McCulloch | - | Committee Member |
| Helen Black | - | Committee Member |
- NEXT MEETING:** 10th August 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 one matter for a.o.c.b.
4. **Minutes of the Management Committee meeting of 25th May 2021**
Minutes of the Management Committee meeting of 25th May 2021 were distributed prior to the meeting. Acceptance of the minute was proposed by Marie Quinn, seconded by Steven Gallacher. Committee approved the Minutes.
5. **Matters Arising**
There were no matters arising from these minutes.
6. **Property Management Report – May 2021**
 - 6.1 **Housing Management Report**
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 noted that the Pocket Park had been vandalised again. It was agreed that the Depute Director should look into the cost of CCTV.

Committee noted that from 5th July 2021, Glasgow City Council will be charging all tenants for bulk uplift. After discussion, it was agreed that the Association should look into our estate maintenance Contractor supplying a cost of completing bulk uplift in the area each week.

Acceptance of the report was proposed by Marie Quinn, seconded by Moira Gilfillan and approved by Committee.
 - 6.2 **Maintenance Report**
Committee noted the Maintenance Report which had been previously distributed.

Each section was explained in detail and discussed.

The report on the paint contract was discussed in detail. It was agreed that the Maintenance Manager would ask the Contractor for a paint chart and also the cost of changing the colour of the windows and doors in some of the phases. A meeting would be called in July to discuss this contract.

Acceptance of the report was proposed by Joan Buchanan, seconded by Ann Whitley and approved by Committee.

Depute Director

Maint Manager

Maint Manager

7. Directors Report

7.1 Governance, Finance & Audit Issues

7.1.1 External Audit 2021

Committee noted that the external audit had now been completed and we now await the outcome.

7.1.2 Loan Portfolio Return & ending of LIBOR

Committee noted the report on the Loan Portfolio return and & ending of LIBOR.

The Finance Agent explained the report in detail.

Each section of the Loan Portfolio Return was explained and discussed. Acceptance of the 2021 Loan Portfolio Return was proposed by Hannah McDonald, seconded by Joan Buchanan and approved by Committee. It was noted that the Finance Agent would submit the return to the Regulator this afternoon in time for the deadline of 30h June 2021.

The Finance Agent explained the report on the ending of LIBOR, committee discussed this in detail.

It was approved that the Director and Finance Agent should have delegated authority to deal with The Royal Bank of Scotland and advise them that the Association wish to switch their loans to BASE rate. Committee would be kept informed of all developments on these loans.

7.1.3 Financial Regulations Policy Review

Committee noted the Policy, which had been sent with the papers. The Finance Agent explained the changes.

Proposed acceptance of the Financial Regulations policy was proposed by Marie Quinn, seconded by Ann Whitley and approved by Committee.

7.1.4 Five Year Projections 2021

Committee noted the report on the Five Year Projections 2021. The Finance Agent explained the report in detail.

After lengthy discussion, proposed acceptance of the Five Year Projections was proposed by Hannah McDonald, seconded by Moira Gilfillan and approved by Committee.

It was noted that the Finance Agent would submit the return to the Regulator this afternoon.

7.1.5 Staff Appraisals 2021

Committee noted the report on staff appraisals. It was noted that a report would be produced and training issues would be discussed with the committee.

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7.1.6 Programme Meeting with GCC , DRS

Committee noted meeting which had been held with NRS. It was noted that the HAG funding for Phase 11 had been confirmed.

It was also noted that NRS were looking at the proposal to hold a Feasibility Study for Phase 12, Twinlaw Street.

7.1.7 ARC 2021 (Annual Return on the Charter)

Committee noted that the ARC 2021 return had been sent to the Regulator on time.

7.2 Development Update

7.2.1 Brucefield Park Empty Homes

Committee noted the report on Brucefield Park Empty Homes. The Director advised that the 3 CPO's were going ahead. Committee would be kept informed of the progress

7.2.2 Front Funding Phase 11

Committee noted the report on the funding for Phase 11.

7.2.3 Phase 10 – Abbeycraig Road

Committee noted that progress was 6 weeks behind due to 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 site started on 24th May 2021. Committee would be kept informed of the progress.

7.2.5 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. Freedom of Information / Environmental Information

Committee were advised that there were no FOI or Environmental information requests this month.

9. Notifiable Events

There were no notifiable events to record

10. A.O.C.B.

Infestation at Property

Committee were advised that 2 properties which had previously been cleared of larder beetles and larvae now had another infestation and the floors in these properties would now require to be lifted to allow fumigation work to be carried out.

It was noted that these 2 properties were void at the moment and the work would be done as soon as possible.

Committee would be kept updated of progress.

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Action Date

11. Date & Time of Next Meeting

The next meeting of the Management Committee will be held on 10th August 2021. There being no further business the meeting closed at 12.45pm

Approved: _____ **Date:** _____