

# LOCHFIELD PARK HOUSING ASSOCIATION LTD

## MINUTES 2023-2024

**MEETING:** Management Committee

**VENUE:** Lochfield Park Housing Association Offices

**DATE:** 27<sup>th</sup> November 2023

**TIME:** 6.30 pm

**PRESENT:**

Steven Gallacher (SG)	-	Chairperson
Audrey Gilfillan (AG)	-	Vice-Chairperson
Marie Quinn (MQ)	-	Secretary
Kate Serries (KS)	-	Committee Member
Helen Black (HB)	-	Committee Member
Joyce Hennessy (JH)	-	Committee Member
Jade McCulloch (JMcC)	-	Committee Member (zoom)
Karen Bowman (KB)	-	Committee Member
Joan Buchanan (JB)	-	Committee Member (zoom)
Jenna Vance (JV)	-	Committee Member

**IN ATTENDANCE:**

Kenny Halliday (KH)	-	Director
Liz McEachran (LMcE)	-	Depute Director
Liz Cumming (LC)	-	Office Manager
Pat Long (PL)	-	FMD

**APOLOGIES:**

Jennifer Giffen (JG)	-	Committee Member
Maria Oguntayo (MO)	-	Committee Member
Lorraine Keegan (LK)	-	Committee Member
Moira Gilfillan (MG)	-	Treasurer

**NEXT MEETING:** 30<sup>th</sup> January 2024

1. **Apologies**  
Apologies for absence were as noted above.
2. **Declaration of Interest**  
There was one declaration of interest.
3. **Matters for A.O.C.B.**  
There were five matters for A.O.C.B.
4. **Minutes of the Management Committee meeting of 24<sup>th</sup> October 2023**  
Minutes of the Management Committee meeting of 24<sup>th</sup> October 2023 were distributed prior to the meeting. Acceptance of the minute was proposed by MQ, seconded by AG. Committee approved the Minutes.
5. **Matters Arising**  
There were no matters arising from these minutes.
6. **Property Management Reports – October 2023**  
The Depute Director presented the property management reports to Committee  
  
Committee members were updated on the situation regarding the GGHSCP properties and would be kept informed of any changes.  
  
Proposed acceptance of the Property Management Reports was made by AG, seconded by KS and approved by Committee.
7. **Directors Report**
  - 7.1 **Governance, Finance & Audit Issues**
    - 7.1.1 **Annual Assurance Statement 2023**  
Committee noted the report on the Annual Assurance Statement 2023.
    - 7.1.2 **Quarterly Management Accounts to 30<sup>th</sup> September 2023**  
The Quarterly Management Accounts to 30<sup>th</sup> September 2023 were discussed with the principal areas for Committee highlighted. Committee were advised of any variances from budget and noted debtors and creditors.  
  
Acceptance of the Quarterly Management Accounts was proposed by MQ, seconded by HB and approved by Committee.
    - 7.1.3 **Draft Budget 2024/25**  
The Finance Agent presented the draft budget and went through the report in detail. All aspects of the Statement of Comprehensive income, Statement of Financial position, Performance Analysis, and Covenants were noted.

The Depute Director tabled a rent comparison for several other Associations, indicating their proposed increase for next year as a comparison.

Committee discussed the various potential increases and noted the effect that each would have on the Association's budget and to tenant's rents.

After discussion, it was agreed that an increase of 5% was the minimum required and even this would require cuts to proposed expenditure next year.

Committee agreed that a rent increase of 5% be proposed in the upcoming Tenant Consultation explaining to tenants the need for this increase. It was agreed that the timing of Planned Maintenance programs for next year would be revisited to assist the spend profile. This was proposed by MQ, seconded by KS and approved by Committee.

Committee noted that this was a draft budget and until formally approved by committee in January after the Tenant Consultation had been completed.

#### **7.1.4 Tenant Consultation Rent Increase 2024/25**

Committee noted that the Tenant Consultation rent increase 2024/25 would be distributed with the newsletter and via the Association's website.

#### **7.1.5 ARC Report 2023**

Committee noted that this had been distributed to all tenants in accordance with regulation.

## **7.2 Development Update**

### **7.2.1 Brucefield Park Empty Homes Project**

The Director updated committee on the Brucefield Park properties and advised GCC are still supporting the Association in the acquisition of these properties.

### **7.2.2 Phase 10 – Abbeycraig Road**

Committee was advised that the 12-month defect liability period is almost signed off with defect inspections nearing the end of the development.

### **7.2.3 Phase 11 – Abbeygreen Street**

Committee noted the update on Phase 11 – Abbeygreen Street.

### **7.2.4 Phase 12 Twinlaw Street**

Committee noted the report on Phase 12 Twinlaw Street. It was noted that the Feasibility Study would be presented to Committee as soon as it was finalised.

**7.3 General Issues****7.3.1 Cx Tenant Engagement**

Committee noted that the new tenant feedback / consultation system was now in place and staff were working to get everything up and running.

**7.3.2 Homemaster Computer System Upgrade 2023**

The Depute Director distributed an implementation timetable for the Homemaster Computer system.

It was noted that the timetable indicated a go live date of 1<sup>st</sup> June 2023 and the staff were working on the target dates for the next 6 months to ensure it all goes smoothly.

**7.3.3 Office Closure over the Festive Period**

Committee noted the report on the festive period office closure and proposed acceptance was made by HB, seconded by JB and approved by Committee.

**7.3.4 Santa Visit 2023**

Committee noted that Santa would be attending the office on 13<sup>th</sup> December 2023.

**7.3.5 Christmas Newsletter**

Committee noted that the Christmas Newsletter would be distributed on 28<sup>th</sup> November 2023 with all the festive information for tenants.

**7.3.6 30<sup>th</sup> Anniversary Celebratory Gift**

Committee discussed the proposal of a 30<sup>th</sup> Anniversary Christmas celebratory gift of a £ 20 voucher to all households to assist with shopping. Acceptance of this proposal was made by HB, seconded by KS and approved by Committee.

It was agreed that Iceland vouchers would be used for the gift.

**8. Bacs List – November 2023**

The BACS list for November 2023 was presented to the meeting. The Office Manager explained items on the list.

Proposed acceptance of the bacs lists was made by MQ, seconded by AG, and approved by Committee

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

Committee was advised that no FOI requests had been received this month.

**10. Notifiable Events**

There were no notifiable events to record.

11. **A.O.C.B.  
FARE**

Committee was advised that FARE had requested a donation for the Christmas Hampers, which they distributed every year.

Committee proposed a donation of £ 2,000 to FARE, this was made by KS, seconded by HB and approved by Committee.

*AG left the meeting at this point.*

**St Benedict's Primary School**

The Director advised that a request had been received from St Benedict's Primary School to assist in their trip to Blairvadach Outdoor Centre in January 2024.

Committee discussed the request and approved a donation of £ 200 be given to the school. This proposal was made by SG, seconded by KS and approved by the Committee.

*AG returned to the meeting at this point.*

**EVH Representative**

The Director tabled a letter which had been received from EVH and advised that if anyone was available or able to be the EVH rep for the Association should contact himself or the Office Manager for further information.

Director  
Office  
Manger

**SHARE**

The Director advised that he had received correspondence regarding SHARE rebranding and redeveloping how they do things. Committee discussed the digital learning and the new website.

The Director advised that he would look into the costs for SHARE and update Committee at the next meeting.

Director

**Waiting List Review**

The Depute Director advised the Committee that the waiting list review had commenced on Friday and forms were already being returned.

Committee was informed that the CHR was being reviewed to consider its' compatibility with the Homemaster system and they will be updated on developments and the Allocation Policy Review in January.

Depute  
Director

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

The next meeting of the Management Committee will be held on Tuesday 30<sup>th</sup> January 2024. There being no further business the meeting closed at 8.30 pm.

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



Date: 30-1-24