

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2023-2024

- MEETING:** Management Committee
- VENUE:** Lochfield Park Housing Association Offices
- DATE:** 30th January 2024
- TIME:** 10.30 am
- PRESENT:**
- | | | |
|-----------------------|---|------------------|
| Steven Gallacher (SG) | - | Chairperson |
| Audrey Gilfillan (AG) | - | Vice-Chairperson |
| Marie Quinn (MQ) | - | Secretary |
| Helen Black (HB) | - | Committee Member |
| Joyce Hennessy (JH) | - | Committee Member |
- IN ATTENDANCE:**
- | | | |
|----------------------|---|-----------------|
| Liz McEachran (LMcE) | - | Depute Director |
| Liz Cumming (LC) | - | Office Manager |
- APOLOGIES:**
- | | | |
|-----------------------|---|------------------|
| Kenny Halliday (KH) | - | Director |
| Moira Gilfillan (MG) | - | Treasurer |
| Jennifer Giffen (JG) | - | Committee Member |
| Maria Oguntayo (MO) | - | Committee Member |
| Lorraine Keegan (LK) | - | Committee Member |
| Kate Serries (KS) | - | Committee Member |
| Jade McCulloch (JMcC) | - | Committee Member |
| Karen Bowman (KB) | - | Committee Member |
| Joan Buchanan (JB) | - | Committee Member |
| Jenna Vance (JV) | - | Committee Member |
- NEXT MEETING:** 26th February 2024

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 were two matters for A.O.C.B.
4. **Minutes of the Management Committee meeting of 27th November 2023**
Minutes of the Management Committee meeting of 27th November 2023 were distributed prior to the meeting. Acceptance of the minute was proposed by MQ, seconded by JH. Committee approved the Minutes.
5. **Matters Arising**
There were no matters arising from these minutes.
6. **Minutes of the Property Management sub-committee meeting of 23rd January 2024**
Minutes of the Property Management sub-committee meeting of 23rd January 2024 were distributed prior to the meeting. Acceptance of the minute was proposed by AG, seconded by HB. Committee approved the Minutes.
7. **Matters Arising**
Bathroom replacement contract – A Committee member asked why disabled bathroom do not get a vanity unit. The Depute Director explained that vanity units in wet floor bathrooms would be damaged due to water ingress. This was accepted by the Committee.
8. **Directors Report**
 - 8.1 **Governance, Finance & Audit Issues**
 - 8.1.1 **Internal Audit 2023- 2026**

Committee noted the draft internal audit plan from Quinn Internal Audit and the Depute Director explained which departments in the Association would be getting audited and when. After discussion, the Committee approved the internal audit plan for 2023-26. This was proposed by MQ, seconded by HB.
 - 8.1.1.2 **SHR Email and Guidance**

The Depute Director explained, in detail, the SHR Email and guidance regarding the Associations Minutes.

Committee went through the guidance and agreed that Quinn Internal Audit should advise the Association on areas which could be improved.

A report would be brought before Committee once received.

Director

Minutes of Meeting**Action Date****8.1.2 Tenant Consultation Rent Increase 2024/25**

It was noted that following the "Rent Consultation" which had been included in the Christmas newsletter and website we had received only 1 response, which asked for no rent increase. It was reasonable to assume therefore that the proposed increase of 5% was acceptable.

Committee therefore approved the 5% rent increase, this was proposed by AG, seconded by JH, and approved by all Committee.

It was noted that the notification letters would be issued to all tenants and sharing owners in accordance with regulation.

*Depute Director***8.1.3 Budget 2024/2025**

The Depute Director presented the budget which had been updated to include the 5% rent increase, she went through the report in detail. It was noted that the budget confirmed that the Association would be able to meet all its financial commitments for the coming financial year.

Proposed acceptance of the budget 2024/2025 was made by AG, seconded by MQ. Committee approved the budget

8.1.4 Quarterly Management Accounts to 31st December 2023

The Quarterly Management Accounts to 31st December 2023 were discussed with the principal areas for Committee highlighted. The Statement of Comprehensive Income, Statement of Financial Position and Loans & Covenants were explained. 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.

8.1.5 Homemaster Implementation

The Depute Director provided an update on the implementation of the Homemaster system and explained that the "Go Live" date has been set for 1st June 2024. Committee noted the training which the staff were working on and also the data transfer dates.

It was noted that Allocations Policy and Arrears Policy are due for review. Committee agreed that a special meeting would be scheduled to review these policies prior to the implementation of the new system.

*Depute Director***8.2 Development Update****8.2.1 Brucefield Park Empty Homes Project**

The Depute Director updated committee on the Brucefield Park properties and advised that an offer has been made for 1 property and the Association is hopeful this will be completed by end of March 2024.

Depute Director

Committee noted that GCC had advised that they are continuing to support the Association in acquiring empty homes in the area.

8.2.2 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.

8.2.3 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.

The Depute Director advised Committee that there were now 3 HSPC properties tenanted.

8.2.4 Phase 11 – Abbeygreen Street

Committee noted that the final defects inspections commenced this month for Phase 11 – Abbeygreen Street.

8.3 General Issues

8.3.1 Covid & Flu restrictions

Committee noted the continued restrictions within the Association for Covid & Flu. It was agreed that any staff should work from home if they had any covid or flu like symptoms.

It was also agreed the same principal for Committee, if feeling unwell, not to attend a Committee meeting but could attend through zoom.

8.3.2 Festive Season

Committee noted that amount of £301 had been collected through the Santa Day and hamper raffle.

A Committee member proposed the amount should be increased to £500 and sent to Action for Children (Scotland), which had previously been agreed.

*Office
Manager*

This was proposed by AG, seconded by SG and unanimously approved by Committee.

8.3.3 Committee & Staff Training Plan

Committee noted the report on training plans for this year. After discussion it was agreed that ½ day training either in the morning or evenings would be best suited. Committee were in agreement for this to start in February 2024.

Director

8.3.4 Staff Appraisals

Committee noted that Staff appraisals would be conducted, and a report brought to the Staffing Sub-Committee.


Director

Minutes of Meeting

9. **Bacs List – December 2023 & January 2024**
 The BACS list for December 2023 was presented to the meeting. The Office Manager explained items on the list.
- Proposed acceptance of the bacs list for December 2023 was made by MQ, seconded by AG, and approved by Committee.
- The BACS list for January 2024 was presented to the meeting. The Office Manager explained items on the list.
- Proposed acceptance of the bacs list for January 2024 was made by HB, seconded by AG, and approved by Committee.
10. **Freedom of Information / Environmental Information**
 Committee was advised that no FOI requests had been received during the period.
11. **Notifiable Events**
 There were no notifiable events to record.
12. **A.O.C.B.**
SHARE Conference & EVH Conference 2024
 The Office Manger tabled the invitations to attend the SHARE & EVH Conferences for 2024.
- A Committee member felt that the Association should concentrate on training this year with all Committee members, old and new, to enable them to be able to attend conferences with an understanding of what is being discussed.
- After discussion, no committee present wished to attend the SHARE or EVH Conference this year.
- EVH Wage Negotiations.**
 The Depute Director explained the EVH Wage Negotiations ballot paper and letter.
- After discussion, it was proposed by HB, seconded by MQ and approved by Committee that the Director should agree to the ballot paper being returned to EVH with a yes. The ballot paper was signed by the Chairperson.
13. **Date & Time of Next Meeting**
 The next meeting of the Management Committee will be held on Monday 26th February 2024, in the evening. There being no further business the meeting closed at 12.10 pm.

Director

Approved: _____



Date: _____

