

# LOCHFIELD PARK HOUSING ASSOCIATION LTD

## MINUTES 2024-2025

**MEETING:** Management Committee

**VENUE:** Lochfield Park Housing Association Offices

**DATE:** 21<sup>st</sup> May 2024

**TIME:** 10.30 am

**PRESENT:**

Audrey Gilfillan (AG)	-	Vice-Chairperson
Marie Quinn (MQ)	-	Secretary
Helen Black (HB)	-	Committee Member
Joan Buchanan (JB) zoom	-	Committee Member
Karen Bowman (KB) zoom	-	Committee Member

**IN ATTENDANCE:**

Kenny Halliday (KH)	-	Director
Liz McEachran (LMcE)	-	Depute Director
Liz Cumming (LC)	-	Office Manager
Laura Smith (LS)	-	Housing Manager
David Shaw (DS)	-	Maintenance Manager

**APOLOGIES:**

Steven Gallacher (SG)	-	Chairperson
Moria Gilfillan (MG)	-	Treasurer
Joyce Hennessy (JH)	-	Committee Member
Kate Serries (KS)	-	Committee Member
Jenna Vance (JV)	-	Committee Member
Jade McCulloch (JM)	-	Committee Member
Maria Oguntayo (MO)	-	Committee Member
Lorraine Keegan (LK)	-	Committee Member

**NEXT MEETING:** 25<sup>th</sup> June 2024

1. **Apologies**  
Apologies for absence 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 Management Committee meeting of 29<sup>th</sup> April 2024**  
Minutes of the Management Committee meeting of 29<sup>th</sup> April 2024 were distributed prior to the meeting. Acceptance of the minute was proposed by MQ, seconded by JB. Committee approved the Minutes.
5. **Matters Arising**  
There were no matters arising from these minutes.
6. **Minutes of the Finance Sub-Committee / Strategy Review meeting of 14<sup>th</sup> May 2024**  
Minutes of the Finance Sub-Committee / Strategy Review meeting of 14<sup>th</sup> May 2024 were distributed prior to the meeting. Acceptance of the minute was proposed by HB, seconded by MQ. Committee approved the Minutes.
7. **Property Management Reports**  
The Depute Director presented the property management reports to Committee.
  - Committee were advised that the rent collection for Housing Benefit and Universal Credit were lower this month due to the March payment not being received until April but posted in March
  - It was noted that Shared ownership arrears was mainly due to the one case where legal issues are were still trying to be resolved.
  - Void letting times are down to 10 days.
  - The Maintenance Report was discussed, and all relevant points noted by Committee.

Proposed acceptance of the Property Management Reports was made by HB, seconded by MQ, and approved by Committee.

**8. Directors Report****8.1 Finance & Audit Issues****8.1.1 Strategy Review 2024**

The Director went through the report on the Strategy review which had been conducted at the Finance Sub-Committee meeting. It was agreed that the Director would produce an action plan, outlining proposed timescales for Phase 12 and the work for the forthcoming year. It was also noted that the Architect for the Feasibility Study would be invited to the Management Committee meeting in June to present the Feasibility Study document for Committee information and discussion.

**8.1.2 ARC Return 2024**

The Depute Director went through all sections of the ARC Return and explained it in detail.

After discussion, the proposal to accept the ARC Return for 2023/24 was made by MQ, seconded by HB and approved by Committee.

It was noted that this document would now be submitted to the Scottish Housing Regulator by the due date.

**8.1.3 Quarterly Management Accounts to 31<sup>st</sup> March 2024**

The Management Committee ratified the Quarterly Management Accounts which had been presented at the Finance Sub-Committee meeting. Approval of these was made by AG, seconded by HB and approved by the Management Committee.

**8.1.4 Five Year Finance Projections 2024**

The Management Committee ratified the Five Year Financial Projections 2024 which had been presented at the Finance Sub-Committee meeting. Approval of these was made by MQ, seconded by AG and approved by the Management Committee.

**8.1.5 Allocation Policy Review Consultation 2024**

The Management Committee ratified the Allocation Policy Review Consultation which had been presented at the Finance Sub-Committee meeting. Approval was made by HB, seconded by MQ and approved by the Management Committee.

It was noted that only one response had been received from outside agencies and no responses from any Councillors at the moment.

Committee would be kept updated of any further responses.

**8.1.6 External Auditor Review 2024**

The Management Committee ratified the External Auditor Review 2024 decision which had been presented at the Finance Sub-Committee meeting.

### Minutes of Meeting

It was noted that the Finance Agent would present a review of performance at the June Management Committee meeting.

Ratification of this decision was made by AG, seconded by HB and approved by the Management Committee.

#### 8.1.7 Insurance Premium 2024/25

Committee noted that the Director had met with Zurich to discuss a proposed long term 3-year agreement with a further 2 years should the Association wish. This would provide certainty for the Association when the insurance market is so volatile. There is no tie-in or penalty clause should the Association decide to test the market within the 3 years.

It was noted that the insurance company have agreed to this because the Association has a long-standing relationship, and they wish to keep the business.

Proposed approval of the Long Term Agreement was made by HB, seconded by MQ and approved by the Management Committee.

## 8.2 Development Update

### 8.2.1 Brucefield Park Empty Homes Project

The Director updated committee on the Brucefield Park properties and advised that 3 of the 4 properties purchased were now available for let and the other 1 has just started refurbishment work.

The Council were still working with the Association to purchase CPO properties. Committee would be kept updated.

### 8.2.2 Phase 12 Twinlaw Street

Committee noted the Architect would attend the June Management Committee meeting.

It was also noted that negotiations for the land purchase was now with City Properties and our Solicitor. Committee would be kept updated of any development.

### 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.

Committee were advised that 5 of the 8 HSPC properties were now tenanted.

### 8.2.4 Phase 11 – Abbeygreen Street

Committee noted that the final defects inspections were ongoing for Phase 11 – Abbeygreen Street and that the project has been listed as a Finalist in the Herald Scotland Home Awards 2024.

- 8.3 General Issues**
- 8.3.1 Tenant Satisfaction Survey**  
The Depute Director presented a power point presentation on the recent Tenant Satisfaction Survey.  
Each question from the Survey was presented and all results noted by Committee.
- It was noted that this would be included in the Association social media and in the Summer Newsletter.
- Proposed acceptance of this presentation was made by AG, seconded by HB and approved by Committee.
- 8.3.2 Summer Newsletter**  
Committee noted the report on the summer newsletter and noted articles which would be included.
- 8.3.3 Homemaster Implementation Update**  
The Depute Director provided an update on the implementation of the Homemaster system and explained that the "Go Live" date was 1<sup>st</sup> June 2024.
- Committee were advised that staff were working hard to ensure that this would go as smoothly as possible.
- 9. Bacs List – May 2024**  
The BACS list for May 2024 was presented to the Committee, the Office Manager explained items on the list.
- Proposed acceptance of the bacs list for May 2024 was made by MQ, seconded by HB and approved by Committee.
- 10. Freedom of Information / Environmental Information**  
Committee were advised that 2 FOI requests had been received during the period. It was noted that these had been responded to and no further request had been made.
- It was agreed that any future FOI / EI requests should have a short summary to advise Committee of the information requested and the Association response.
- 11. Notifiable Events**  
There were no notifiable events to record.
- 12. A.O.C.B.**  
**Janet McAloon Funeral**  
Committee were advised of the funeral of a previous long standing committee member. It was noted that some staff and committee would attend on behalf of the Association.

Office  
Manager

**Minutes of Meeting**

**Action**      *Date*

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

The next meeting of the Management Committee will be held on Tuesday 25<sup>th</sup> June 2024. There being no further business the meeting closed at 11.45 am.

Approved:       Date: 25-6-24