

LOCHFIELD PARK HOUSING ASSOCIATION LTD

MINUTES 2018-2019

MEETING: Management Committee

VENUE: Lochfield Park Housing Association Offices

DATE: 26th March 2019

TIME: 6.30 pm

PRESENT:

Hannah McDonald	-	Chairperson
Ann Whitley	-	Vice-Chairperson
Joan Buchanan	-	Secretary
Marie Quinn	-	Committee Member
Steven Gallacher	-	Committee Member
Jane Boyce	-	Committee Member

IN ATTENDANCE:

Kenny Halliday	-	Director
Liz Cumming	-	Office Manager

APOLOGIES:

Cathy White	-	Treasurer
Margaret Cox	-	Committee Member
Moira Gilfillan	-	Committee Member
Jade McCulloch	-	Committee Member
Kate Serries	-	Committee Member

NEXT MEETING: 30th April 2019

1. **Apologies**
Apologies for absence were as noted above.
- 2 **Declaration of Interest**
There was no declarations of interest.
3. **Matters for A.O.C.B.**
There were no matters for a.o.c.b.
4. **Minutes of the Management Committee Meeting of 26th February 2019**
Minutes of the Management Committee meeting of 26th February 2019 were distributed prior to the meeting. Acceptance of the minute was proposed by Joan Buchanan, seconded by Ann Whitley. 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 12th March 2019**
Minutes of the Property Management Sub-Committee meeting of 12th March 2019 were distributed prior to the meeting.

The Director updated Committee on case 0887 and advised that Decree had been granted by the Courts on the 25th March 2019. The Housing Manager would update Committee on the progress of this at the next meeting.

Acceptance of the minutes was proposed by Jane Boyce, seconded by Joan Buchanan. Committee approved the Minutes.
7. **Directors Report**
 - 7.1 **Finance & Audit Issues**
 - 7.1.1 **Strategy Review Day 2019**
Committee noted the report on the Strategy Review Day which was scheduled for the next day (27th March 2019).
 - 7.1.2 **Bank of Scotland Re-investment**
The Director explained the investment of the monies in the Bank of Scotland account and the re-investment which was made on 18th March 2019.

Acceptance of the Bank of Scotland re-investment was proposed by Marie Quinn, seconded by Ann Whitley and approved by Committee.
 - 7.1.3 **EVH Employers Ballot**
The Director explained the ballot paper from EVH, after discussion the Committee agreed to the recommendation of a 2.3% increase for staff this year.

*Housing
Manager*

Director

	<i>Action Date</i>
<p>Proposed acceptance of the recommendations was made by Steven Gallacher, seconded by Joan Buchanan and approved by Committee.</p> <p>The Director agreed that he would complete the ballot paper and return it to EVH the next day.</p> <p>7.1.4 Land Acquisitions The Association Solicitors were hopeful that the City Properties and GCC part of the land acquisition would be completed within the next few days.</p> <p>7.1.5 Year Ear Matters 2018 / 19 The Director discussed the report from the Housing Manager regarding “Reconciliation of Former Tenants Debits, Credits to Year End 2018/19”, which had previously been taken to the Property Management Sub-Committee.</p> <p>Proposed acceptance of the Former Tenants Debits and Credits to Year End 2018/19 was proposed by Marie Quinn, seconded by Hannah McDonald and approved by Committee.</p> <p>The report on Small Balances would be brought to the Property Management Sub-Committee meeting in April 2019, this was noted by Committee.</p>	<i>Director</i>
<p>7.2 Development Update</p> <p>7.2.1 Brucefield Park Empty Homes Committee noted that work had commenced on the latest flat which the Association had acquired.</p> <p>7.2.2 Phase 10 Abbeycraig Road Committee noted the Phase 10 Abbeycraig Road report. The Director advised that there was an issued with maps and mineshafts, this was being dealt with and Committee would be kept advised of any updates.</p>	<i>Director</i>
<p>7.3 General Issues</p> <p>7.3.1 25th Anniversary Celebrations Committee noted that works were now completed on the Glassel Road Project and everyone seemed pleased with the outcome.</p> <p>The Committee noted that the Director had completed the article which would be in the Spring Edition of the S.F.H.A. Spotlight magazine and it was now with the printers.</p> <p>7.3.2 Senior Housing Officer Post Committee noted the report on the Senior Housing Officer vacancy and it was agreed that a Staffing Sub-Committee meeting would be held on Thursday 28th March at 10.30 am to agree interviewees.</p>	<i>Director</i>

7.3.3 Staff Appraisals

The Director advised that he was working on the Staff Appraisals at the moment and a report would be presented at the next Staffing Sub-Committee meeting in April 2019.

8. E.H.R.A. & Other Groups

E.H.R.A.

Ann gave an update on the EHRA meeting she had attended.

Allotment Group

Jane advised that 12 boxes had now been issued to tenants in the Allotment group and it was going well.

SHARE Conference

Steven updated committee on the events from the SHARE Annual Conference and advised that it was a very informative event.

9. Consultation Documents

There were no consultation documents for this month.

10. Correspondence / Cheque – BACS list / SHARE Applications

Correspondence

SHARE Re-affiliation

Committee approved the re-affiliation to SHARE for 2019/20. This was proposed by Steven Gallacher, seconded by Hannah McDonald and approved by Committee.

Cheque – BACS list for March 2019

Acceptance of the Cheque list & BACS list for March 2019 were proposed by Marie Quinn, seconded by Joan Buchanan and approved by Committee.

SHARE Applications

Committee noted the following Share membership application:

[REDACTED]

Acceptance of the application was proposed by Jane Boyce, seconded by Marie Quinn approved by Committee. The new member would receive a Share Certificate and a copy of the Rules.

11. A.O.C.B.

Scottish Housing Regulator – Engagement Plan

The Director advised Committee that he had received an Engagement Plan from the Scottish Housing Regulator advised that they would be looking at development plans.

It was noted that the Director would work on the tasks and keep Committee updated on the progress of the work.

Director

	<i>Action</i>	<i>Date</i>
<p>██████████ – Leave of Absence The Director advised that a committee member had requested a leave of absence due to health issues at the moment. Proposed acceptance was made by Marie Quinn, seconded by Ann Whitley and approved by Committee.</p> <p>It was agreed that the Chairperson would write to ██████████ and advise her of the Leave of Absence.</p> <p>Helen Black – Committee request Committee noted that a letter requesting co-option to the Management Committee had been received from a Helen Black. Proposed acceptance of Helen as a co-opted member was made by Marie Quinn, seconded by Ann Whitley and approved by Committee.</p> <p>The Director agreed to write to Helen and meet with her regarding protocol at Management Committee meetings.</p> <p>It was also agreed that the Director would approach other tenants, whom it was felt would bring valuable contributions to the Committee to enquire if they would consider joining the Management Committee.</p>	<p><i>Director</i></p> <p><i>Director</i></p>	
<p>12. Date & Time of Next Meeting The next meeting of the Management Committee would be on Tuesday 30th April 2019 at 6.30 pm in the Associations office. There being no further business the meeting closed at 7.45pm</p>		

Approved: _____ Date: _____