

LISTER HOUSING CO-OPERATIVE LTD
**Minutes of the Management Committee Meeting held on Tuesday 18 June 2019
at 7.30 pm at 36 Lauriston Place, Edinburgh, EH3 9EZ**

Committee Members present: L Alexander (Chair), A McDonald (Treasurer), C Littlewood (Secretary), J-L Addams, C Goodwin, M Gunn, R Gunn, J Leith, J McCuaig & J Renton.

In attendance: A Cant (Director), M Stolarek (Housing Officer), J Fleming (Housing Assistant)-from item 12; J Chittleburgh (Chiene+Tait, Auditor), N Ntuli (Port of Leith HA Finance).

7.30 PM MAIN MEETING

ITEM	<i>DECISION/ACTION</i>
1 CONFIDENTIAL BUSINESS	
There was no confidential business.	<i>Noted</i>
2 APOLOGIES FOR ABSENCE & RULE 40.3 ATTENDANCE	
There were apologies from J Lewis and A Cairns. No one affected under Rule 40.3 (attendance clause in Rules).	<i>Noted</i>
3 DECLARATION OF INTERESTS	
There were no declarations of interest.	<i>Noted</i>
4 TOPICS FOR ANY OTHER BUSINESS	
There were no items to be raised as AOB.	<i>Noted</i>
5 MINUTES OF THE PREVIOUS MEETING	
J Leith proposed, seconded by J McCuaig, that the minutes of the previous meeting be accepted as a true record, and this was agreed. It was noted that the style of the minutes had been modified again in respect of the raising of AOB items.	<i>Approved & noted</i>
6 MATTERS ARISING	
Gift to Housing Assistant. The Director explained there were tax and NI complications on both parties if Lister paid the gift in cash to the HA. The Office Bearers had therefore subsequently decided, upon the recommendation of the Director, to gift the HA a long-service award of the agreed sum in non-cash vouchers.	<i>Noted subsequent action decided by Office-Bearers.</i>
7 OFFICE BEARERS' REPORT	
The report on the Exterior Metalwork painting contract and the Office cleaner post decided by the Office-Bearers was noted.	<i>Noted</i>

8 MANAGEMENT ACCOUNTS 2018-19

N Ntuli of PoLHA summarised the accounts which show a surplus for the year of £69,826, a negative variance of £44,171 compared to budget. The reasons for the variance were noted. Committee approved the Management Accounts.

Approve Mgmt accounts

9 FINANCE STATEMENTS

The Director and J Chittleburgh from Chiene+Tait outlined the Financial Statements. They depicted all the information contained in the Management Accounts as well as the Report of the Committee of Management, the Statement of Committee Responsibilities and the Statement of Internal Financial Controls. There had been a number of changes in the Accounts arising from the fact that pension assets and liabilities can now be calculated at the individual employer level, not just for the scheme as a whole.

10 AUDIT SUMMARY REPORT FROM THE AUDITOR

- 1) **The Audit conclusion** stated that the Financial Statements give a true and fair view of the state of the Co-operative's affairs at 31 March 2019 and that they complied with relevant standards. Satisfactory assurances were gained on the risk areas identified at the planning stage.
- 2) **The respective responsibilities** of the Committee and the auditor were specified.
- 3) **Significant audit and accounting matters.** There were no matters of adjustment and no matters of concern in the 'Management Letter' section, so no comments required from the Co-op - just to acknowledge it.

Approved Report

J Chittleburgh handed round copies of the firm's Technical Accounting and Reporting Developments briefing for information.

11 LETTER OF REPRESENTATION FROM LISTER TO AUDITOR

The Director explained that this is the Committee's confirmation to the auditor that it has fulfilled its responsibilities and provided all necessary information including from the year-end date until today.

Approved for the Chair to sign

9 (again) FINANCIAL STATEMENTS

Having considered all the reports, the Committee agreed the Financial Statements.

Committee agreed the Financial Statements

J Chittleburgh and N Ntuli left the meeting. J Fleming joined the meeting.

12 REVIEW OF AUDIT ACTIVITY

Committee approved the report which included continuing the contracts with Chiene+Tait as auditor and Port of Leith HA as financial agent.

Approved

The Director also reported he was considering whether Lister should buy some proprietary software in the future, especially to automate the rent receiving processes and also the repairs logging system, as both could do with some updating compared to current Lister practices.

To consider these again in the future

13 LOAN PORTFOLIO / TREASURY MANAGEMENT REVIEW

Committee approved the review and thanked the Director for his efforts to maximise the interest earned and diversify the holding.

Approved

14 SHR ASSURANCE STATEMENT - FIRST REPORT

The Director outlined this was the first of a series of reports on the topic of Lister giving Assurance to the Scottish Housing Regulator as required before the end of October. Committee approved the report, which would be held on file as evidence.

Approved

15 REVISED EESSH RETURN TO THE SHR

The EESSH return approved at the last meeting was adjusted slightly before being sent in by the deadline. This is a copy of the adjusted return for the information of the Committee.

Noted

16 TOLLGROSS COMMUNITY COUNCIL

Committee noted the minutes of the meeting of 29 May.

Noted

17 HOUSING OFFICER'S REPORT

1) **Arrears.** May arrears were £32,371 compared to £33,370 for April.

Former Tenant Arrears. Reducing.

Noted

2) **Individual Arrears.** Case 1 - Agreement restarted. Case 2 - court continued case. Cases 3, 4 and 5 - payments being maintained. Case 6 - a late payment received.

Noted

3) **Void.** Two properties were void during May.

Noted

4) **Allocations.** One let was made in May.

Noted

5) **Overdue gas services.** There were no overdue services in May.

Noted

18 DIRECTOR'S REPORT

There was no report. The Director reported an item that had recently been received. The AGM of the Friends of the Meadows and Bruntsfield Links is on Friday 21 June at 6pm. *Noted*

19 MEMBERSHIP

1) **Applications.** There were no applications to report *Noted*

2) **Cancellations.** There were no cancellations to report *Noted*

20 ANY OTHER BUSINESS

There was no other business.

There being no other business the meeting closed at 8.40 pm

The Committee took the opportunity after the meeting to thank the retiring Housing Assistant for all her hard work and dedication, wished her well and to have a long and happy retirement.

© Lister Housing Co-operative Ltd 2019