

**MINUTES of the ANNUAL GENERAL MEETING of
LISTER HOUSING CO-OPERATIVE LTD held in the Lister Halls at
36 Lauriston Place Edinburgh on Tuesday 25 JUNE 2019 at 7.30 pm**

Members present: 32 Lister members present

Non-members present: H Kiteley: Director of Finance & Corporate Services, Port of Leith HA
J Chittlewood: Partner, Chiene+Tait LLP, Auditor
One person, with a proxy vote for a Member.

Staff in attendance: A Cant, M Stolarek, F Dodds, E Coutts

1 CHAIRPERSON'S INTRODUCTORY REMARKS

L. Alexander welcomed members and guests to the 43rd Annual General Meeting of Lister.

2 APOLOGIES FOR ABSENCE

Apologies were received from: 8 tenant members; J Fleming (staff).

3 PROXY VOTES REGISTERED IN ADVANCE (TWO)

One member has given her proxy vote to another member who is attending.
Another member has given her proxy vote to a non-member.

4 MINUTES OF THE ANNUAL GENERAL MEETING HELD ON TUESDAY 25 JUNE 2019

J Leith proposed, seconded by J McCuaig, that the minutes of the previous Annual General Meeting be adopted as a true record.
There were no objections and the minutes of the meeting were accepted.

5 AUDITOR'S REPORT AND RECEIVING OF THE FINANCIAL STATEMENTS FOR YEAR ENDING 31 MARCH 2019

H Kiteley of PoLHA explained that the Financial Statements had been approved by the Management Committee at its meeting on 18 June 2019. The accounts show a surplus before transfers for the year of £69,826. The Co-op continues to be in a good financial position with cash and cash equivalents of £1,978,283.

A new Auditor, Chiene+Tait had been appointed. The Auditor's Annual Report on the Financial Statements for the year ended 31 March 2019 had been prepared by J Chittlewood, Partner of Chiene+Tait. These Financial Statements include the statements of Committee Members' Responsibilities and Internal Financial Controls. The report of the Auditor states that in their opinion "the financial statements give a true and fair view.....of the state of the Co-operative's affairs as at 31 March 2019 and of its income and expenditure for the year then ended" and have been properly prepared in accordance with the relevant legislative and accounting requirements.

L Alexander thanked her, and asked if there were any questions on the Auditor's Report or the Financial Statements, and there were none. She then asked the membership to receive the Auditor's Report and Financial Statements.

This was proposed by C Goodwin and seconded by J-L Addams.
There were no objections. The meeting approved the receiving of the Statements.

6 APPOINTMENT OF AUDITOR

The Management Committee had appointed a new auditor since the last AGM through a tender process. This was required as immediately after the last AGM, Scott-Moncrieff had resigned as auditor - the increased fee proposed from them had not been accepted by Lister.

The new auditor is Chiene+Tait, 61 Dublin Street, Edinburgh, EH3 6NL. J Chittlewood (Partner) was present and stood to introduce himself.

The re-appointment of Chiene+Tait was proposed by A McDonald and seconded by J-L Addams. There were no objections and the appointment was confirmed.

7 CHAIRPERSON'S REPORT

L Alexander thanked members for the excellent turnout tonight and reviewed some of the events and achievements during the last year.

- a. **Projects and Maintenance programmes.** The bathroom replacement programme, smoke detector and CO detector replacement programmes have now been completed on the New Site. At Lister, most old gas boilers have been replaced by new A-rated boilers which should help improve energy efficiency and reduce fuel bills.
- b. **Working with other local RSLs.** Within the last year an alliance was created between 8 organisations in Edinburgh. This is called ARCHIE (Alliance of Registered Co-operatives & Housing Associations, Independent in Edinburgh).
- c. **Recent Developments.** Lister joined the EdIndex Key-to-Choice scheme in 2018, which meant vacancies would be advertised so that applicants may bid for them. However there were no suitable vacant flats until very recently. There were 442 households bidding for the one property advertised which shows that Lister's property is in demand.
Lister has also started to post more information on the website since it was launched last Spring.
- d. **IT Upgrade.** Lister has upgraded the internet connection and phone system.
- e. **New Auditor** The tender exercise for a new auditor went well.
- f. **New Members** of the co-op were welcomed. Although there were fewer vacancies during the year it is always nice to see new households coming into Lister.
- g. **The Chair thanked** her co-committee members and staff for their hard work all year round and the valuable input and support from the membership to the running of the co-op. She also thanked J Fleming who has just retired, for her long service.

8 ELECTION OF MEMBERS TO THE MANAGEMENT COMMITTEE

There were 10 candidates and 8 vacant places for the committee therefore, for the first time in over 32 years we had a Committee election. Four existing committee members were re-standing for election and there were six new candidates. All candidates were invited to submit a short written statement of up to 100 words which were printed out for members attending. The candidates present were also asked to stand up briefly to identify themselves at the election. A ballot poll was then conducted with all members present and proxy vote holders able to vote in writing.

The meeting was adjourned to enable the votes to be counted without holding up the refreshments. L Alexander and A Cant counted the votes. The meeting was briefly re-convened to enable A Cant to announce the results.

The following persons were duly elected to the Committee (subject to each person confirming that he or she fulfils the eligibility requirements for Committee members as set out in the Co-operative's Rules), being listed in alphabetical order:

Committee members who had to stand-down and were re-elected:

C Goodwin
M Gunn
A McDonald

Newly elected to Committee:

L Bald
S Baxter
M Midgley
N Salicis
D Todorova

The following people were unsuccessful in the ballot:

Member no. 528 (standing for the first time)
Member no. 399 (standing-down and standing for re-election)

The following Committee members continue on the Committee for another year:

J-L Addams
L Alexander
J Leith
J Lewis
C Littlewood
J McCuaig
J Renton

For the record, two existing Committee members have not continued on the Committee: G Hall resigned just before 25 June 2019; and A Cairns who had been co-opted last year and stands down automatically, and has decided not to re-stand.

9 CLOSE OF FORMAL BUSINESS

The formal business of the meeting was now concluded. Everyone was thanked for attending and asked to continue with the refreshments and the raffle.

The meeting ended at 8.25 pm

--- for information only ---

INFORMATION NOTE ON RAFFLE - CONDUCTED LATER IN THE EVENING

One bottle of whisky, two bottles of wine, one bottle of non-alcoholic wine, and two boxes of chocolates were won by six members present.

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