

LISTER HOUSING CO-OPERATIVE LTD
**Minutes of the Management Committee Meeting held on Tuesday 23 June 2020
at 7.30 pm (held virtually using Google Meet)**

Committee Members present: L Alexander (Chair), S Baxter, A McDonald (Treasurer), C Littlewood (Secretary), J-L Addams, J Leith, J McCuaig, L Bald, M Midgley & J Renton.

In attendance: A Cant (Director), M Stolarek (Housing Officer), F Dodds (Housing Assistant).
Until 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 C Goodwin, M Gunn, D Todorova. It has been agreed to grant C Goodwin special leave of absence due to Covid 19 (attendance clause in Rules).	<i>Noted</i> <i>Agreed</i>
3 DECLARATION OF INTERESTS	
L Alexander declared a connection to paper 16a.	<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	
There was a correction to the previous minutes. J Renton was marked as present but did not attend the meeting. J-L Addams proposed, seconded by J Leith, that the amended minutes of the previous meeting be accepted as a true record, and this was agreed.	<i>Approved</i>
6 MATTERS ARISING	
The Director updated the Committee on an extension to the Commercial property rent adjustment for a temporary period. This had been discussed and approved by the Office-Bearers.	<i>Noted</i>
7 OFFICE BEARERS' REPORT	
There was no Office-Bearers business to report.	

Welcome to N Ntuli of Port of Leith HA and J Chittleburgh of Chiene+Tait.

8 MANAGEMENT ACCOUNTS 2019-20

N Ntuli of PoLHA summarised the accounts which show a surplus for the year of £296,581, a positive variance of £91,569 compared to budget. The reasons for the variance were noted. Committee approved the Management Accounts.

Approve Mgmt accounts

9 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 2020 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

10 FINANCIAL 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 has been a one-off gain due to the reduction in the pension deficit liability.

Committee agreed the Financial Statements

J Chittleburgh thanked Lister & its staff for the information supplied.

11 LETTER OF REPRESENTATION FROM LISTER TO AUDITOR

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

Approved for the Chair to sign

N Ntuli and J Chittleburgh left the meeting at 19.52.

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. The Director also said that the Internal Audit will be organised within the next 9 months.

Approved

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 PLANNING THE RE-STARTING OF SERVICES

Committee discussed the re-starting of services following the Covid 19 pandemic. We will consider having appointments, hand sanitation facilities and controlling visitor numbers. *Agreed*

15 HOUSING OFFICER'S REPORT

1) **Arrears.** May arrears were £33,600.51 an increase of £3,252.11 compared to April 2020. The increase is due to Covid-19 impacting on earnings and causing a significant amount of new UC claims. *Noted*

Former Tenant Arrears. Reducing. *Noted*

2) **Individual arrears.** Case 1 – UC claim with payments direct to Lister. Agreement to be made. Case 2 – UC claim with payments direct to Lister. CV19 sisted case. Case 3 – long term arrears. Agreement restarted. Case 4 – Tenant on phased return to work. Agreement to start. Case 5 – Long term arrears. Agreement restarted. Case 6 – UC Claim made. Agreement holding. Case 7 – HB Suspended & being resolved by tenant. Case 8 – Employment ended. HB advised & to be processed. Case 9 – Employment ended. UC claim made Case 10 – UC claim with payments direct to Lister. Case 11 – Agreement defaulted. CV19 sisted case. Case 12 – Agreement holding. No void costs paid. Notices to be served. Case 13 – Notices to be served. *Noted and actions approved*

3) **Voids.** Two properties were void during May. *Noted*

4) **Allocations.** There were no re-lets in May. *Noted*

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

16 DIRECTOR'S REPORT

1) **Pension Update.** The liability on the Balance Sheet shows a reduction of £85,000. This change has given an increase in the surplus of approximately £62,000. A 'Debt on Withdrawal' figure for 30 Sept 2019 has just been received - the sum of £653,158. This is an increase on the figure to 30.9.18. *Noted*

2) **HomeMaster Software.** This is now up and running and going well. *Noted*

3) **ARC Return to the Regulator.** This will be done for the July meeting as the revised deadline is 31 July 2020. *Noted*

4) **Welfare Rights Service.** There is a possibility of getting a 1/3rd share of a welfare rights service one day per week. The service will be provided by Port of Leith HA and shared with West Granton and Muirhouse Housing Associations. Committee agreed this in principle and the Director to sort out the practical details, etc.

Approved

16 SUCCESSION PLANNING – THE CHAIR

(a)

The current Chair is coming to the end of a 5-year period of office and cannot be re-elected again. The Director has had clarification from the SFHA and current guidance says that the Chair can stay on until a re-arranged AGM. The Committee discussed and welcomed the update from the Director and noted that a new person will need to be elected Chair at the first Committee meeting after the AGM.

Noted

17 MEMBERSHIP

1) **Applications.**

Member no.	Approval
nil	

2) **Cancellations.** Committee approved the following cancellations of membership:

Member no.	Cancellation
222	02/06/2020

Noted

18 ANY OTHER BUSINESS

There was no other business.

There being no other business the meeting closed at 8.42 pm.

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