

LISTER HOUSING CO-OPERATIVE LTD

**Minutes of the Management Committee Meeting held on Tuesday 25 August 2020  
at 7.30 pm (held virtually using Google Meet)**

Committee Members present: L Alexander (Chair), A McDonald (Treasurer),  
C Littlewood (Secretary), J-L Addams, J McCuaig, M Gunn, D Todorova, L. Bald, J Renton

In attendance: A Cant (Director), M Stolarek (Housing Officer),  
A Ross (Port of Leith HA finance) - part.

7.30 PM MAIN MEETING

ITEM	DECISION/ACTION
1 CONFIDENTIAL BUSINESS  There was no confidential business.	
2 APOLOGIES FOR ABSENCE & RULE 40.3 ATTENDANCE  There were apologies from J Leith, S Baxter, M Midgley and F Dodds (staff). C Goodwin has a Special Leave of Absence.	<i>Noted</i>
3 DECLARATION OF INTERESTS  There were no declarations of interest.	
4 TOPICS FOR ANY OTHER BUSINESS  No-one had items to raise.	
5 MINUTES OF THE PREVIOUS MEETING  J McCuaig proposed, seconded by J-L Addams, that the minutes of the previous meeting be accepted as a true record, and this was agreed.	<i>Approved</i>
6 MATTERS ARISING  There were no matters arising.	
7 OFFICE BEARERS' REPORT  There was no Office-Bearers business to report.	
8 QUARTERLY ACCOUNTS: APRIL-JUNE 2020  A Ross from PoLHA Finance described the first quarter results and these show a higher than budget surplus for a number of reasons. The accounts were discussed and approved.  <i>A Ross was thanked and he left the online meeting</i>	<i>Approved</i>

9 OPTION OF REGISTERING AS A CHARITY - UPDATE

The Director presented the report and there was a good discussion. A response was still awaited from our pension provider but subject to this being satisfactory, to proceed as outlined in the report.

*Approved to continue exploring*

10 THE PROPOSAL FOR A TENANT NEWSLETTER

Committee welcomed the report and agreed for the Director to liaise with M Gunn to take this forward to see if there is interest in developing this project.

*Approved for a trial*

11 ASSURANCE STATEMENT - UPDATE REPORT No. 2

Committee discussed the report in some detail and asked various questions of the Director. There will be a further report on this topic next month.

*Update noted*

12 QUARTERLY MAINTENANCE STATISTICS-FIRST QUARTER

These were discussed; the first using the new software primarily. The report was noted.

*Noted*

13 HOUSING OFFICER'S REPORT

1) **Arrears.** June arrears were £34,456 an increase of £1,617 compared to June 2020.

*Noted*

**Former Tenant Arrears.** There was a reduction in the FTAs owing.

*Noted*

2) **Individual arrears.** These were outlined in detail by the Housing Officer. The Committee agreed with the recommended actions and noted the other cases.

*Noted and actions approved*

3) **Voids.** Three properties are void at present.

*Noted*

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

*Noted*

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

*Noted*

14 DIRECTOR'S REPORT

1) **The holding of the AGM.** The report was discussed and it was agreed to hold a paper ballot for electing Committee members if there are more candidates than vacant places. The equalities report was discussed and it is hoped that more people will avail themselves of the opportunity to attend a virtual AGM, if that takes place.

*Agreed paper ballot*

2) **Extra paper - Stair-cleaning.** The Director described the report which had been circulated yesterday. The Committee agreed that having a professional cleaning firm to undertake stair-cleaning would be more reliable

and consistent. The costs would increase for tenants but there would be a better service. It would also free up time for the gardener (who has been doing this work) to concentrate on the gardens. Agreed to consult with tenants who have these services.

*Agreed to consult and proceed*

3) **Extra paper - One-off common stair window cleaning.**

It was agreed to do a one-off clean for all the communal stair windows (not cupola-skylights) and see how that turns out. Accepted quotation from PoLHA/Quay.

*Agreed clean*

17 MEMBERSHIP

1) **Applications.** There were no applications

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

*Approved*

Member no.  
849

Cancellation  
7/9/20

18 ANY OTHER BUSINESS - none

The meeting closed at 8.53pm.

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