

LISTER HOUSING CO-OPERATIVE LTD

**Minutes of the Management Committee Meeting held on Tuesday 22 September 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, L. Bald, S Baxter, J Leith, J McCuaig,  
M Midgley, J Renton, D Todorova.

In attendance: A Cant (Director), M Stolarek (Housing Officer),  
F Dodds (Housing Assistant).

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 M Gunn. C Goodwin has a Special Leave of Absence.  No one affected under Rule 40.3 (attendance clause in Rules).	<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-L Addams proposed, seconded by J McCuaig, 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 SHR ASSURANCE STATEMENT 2020 – UPDATE NO. 3  Committee discussed the report in full and after questioning the Director further, moved to note the report.	<i>Noted</i>

## 9 DRAFT ANNUAL REPORT

The draft Annual Charter Report was welcomed by the Committee.

*Approved*

## 10 MID-YEAR REVIEW OF THE ANNUAL PRIORITIES

There was a discussion regarding voids, concrete floors and in particular gas pipes in concrete and the properties of the insulation used. The Director explained about thin high-quality insulation that was being used. J Renton requested that details of the insulation are circulated to all committee members.

*Details to be circulated.  
Report noted*

## 11 HOUSING OFFICER'S REPORT

1) **Arrears.** August arrears were £37,062.05 an increase of £2,605.52 compared to July 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 August.

*Noted*

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

*Noted*

## 14 DIRECTOR'S REPORT

1) **Audio-visual equipment for Lister.** The audio-visual equipment is being installed and will be live for October.

*Noted*

2) **Complaints handling procedure (CHP) Statistics 1<sup>st</sup> Quarter.** There were no complaints recorded in this period.

*Noted*

3) **Committee members standing down – 9-year rule.** The Chairperson will do an assessment on the contribution of the 3 committee members to assess if they are then able to re-stand.

*Noted*

4) **The new committee year.** The next Management Committee meeting will be held on Tuesday 27<sup>th</sup> October and the committee year will run until June 2021. A new Chairperson will need to be elected.

*Noted*

5) **Scottish Housing Regulator – Deadline changes due to Covid 19.** The Committee noted the changes to the deadlines arising from Covid 19.

*Noted*

15 MEMBERSHIP

- 1) **Applications.** There were no applications
- 2) **Cancellations.** Committee approved the following cancellations of membership:

*Approved*

<u>Member no.</u>	<u>Cancellation</u>
81	11/09/2020
838	13/10/2020

18 ANY OTHER BUSINESS - none

The meeting closed at 8.20pm.

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