

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 26 January 2021 at 7.30 pm (held virtually using Google Meet)

Committee Members present: J McCuaig, A McDonald, C Littlewood, J-L Addams, J Leith, L Alexander, M Gunn, M Midgley, J Renton, D Todorova

In attendance: A Cant (Director), M Stolarek (Housing Officer), F Dodds (Housing Assistant), A Ross (Port of Leith HA Finance)* - *Left the meeting at 8.20pm.

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 L Bald and S Baxter. 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 There was one item to be raised as AOB.	
5 MINUTES OF THE PREVIOUS MEETING J L Addams proposed, seconded by J Renton, 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.	<i>Noted</i>
7 OFFICE BEARERS' REPORT There was no Office-Bearers business to report.	<i>Noted</i>
8 FINANCE SUB GROUP - REPORT AND MINUTES OF MEETING OF 19 JANUARY 2021 (a) The Director presented Paper 8(a) - the options and proposals & for the budget. This was discussed along with the draft (b) Maintenance budget, Paper 9(c) and the draft Service charges budget, Paper 9(d). The minutes of the Finance Sub Group Paper 8(b) were accepted.	<i>Approved</i>

9 BUDGET 2021-22 AND PROJECTIONS TO 22-23 & 23-24

Mr A Ross of PoLHA outlined the key elements of the budget draft and the assumptions behind it. Cash down because of capital spend. The Director outlined the rent point thoughts and the recommendation for a zero rise for inflation. After discussion this was agreed to put out to tenant consultation, with the final decision to be at the February Committee meeting. The Director confirmed that this budget and projections (once approved in February) would be used for the Five-Year Financial Projections submissions to the Regulator later in the year.

Approved to go out to consultation

10 GATHERING EQUALITY INFORMATION - CONSULTATION ON DRAFT GUIDANCE

J L Addams read a prepared statement outlining his objections to this guidance. Many others added comments. It was agreed for the Director to make a submission to the SFHA, to encourage Archie members to comment and to write to Sarah Boyack MSP and Andy Wightman MSP.

Noted

11 TRAINING LOG 2020

Home Master Training is to be added to the training log. The training log was noted.

Noted

12 COMPLAINTS HANDLING PROCEDURE - STATISTICS 2020-2021 QUARTERS 1, 2 & 3

Committee noted the statistics for the quarters 1, 2 and 3. The figures were all straightforward and there were no significant complaints.

13 HOUSING OFFICER'S REPORT

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.** Two properties are void at present.

Noted

4) **Allocations.** There were three re-let in December.

Noted

5) **Overdue gas services.** There were no overdue services in November or December 2020. The Housing Officer mentioned that the next report will be highlighting one gas servicing over-due due to Covid-19 and explained the reasons and background.

Noted

14 DIRECTOR'S REPORT

1) **Debt Advice Service.** The debt advice service was welcomed by the Committee.

Noted

2) **Stair Cleaning.** The Committee noted that 16 Lauriston Place will be added to the stair cleaning.

Noted

- 3) **Back Green Lights - Main Site.** The Committee noted the renewal of the back green lights. *Noted*
- 4) **Affiliation to Coops UK.** The Committee had a discussion about what we get out of this membership. After a vote (5 against affiliating, others neutral/abstained) it was agreed to not renew just now. *Not to renew*
- 5) **Write-Off of Former Tenant debt.** The Committee agreed to write-off the former tenant debt. *Agreed*
- 6) **Write-On of Housing Benefit related credit.** The Committee agreed to write-on the housing benefit related credit. *Agreed*
- 7) **Retirement.** There was a discussion about the Director retiring at the end of November 2021. *Noted*

15 MEMBERSHIP

- 1) **Applications.** Committee noted the following application had been approved. *Noted*

Member no.	Address	Approval date	Date of start of membership
927	Keir Street	11.11.2020	19.11.2020
928	Heriot Place	21.12.2020	21.12.2020
929	Heriot Place	21.12.2020	21.12.2020
930	Archibald Place	21.12.2020	21.12.2020
931	Archibald Place	21.12.2020	21.12.2020
932	Keir Street	21.12.2020	08.01.2021
933	Lauriston Place	18.01.2021	20.01.2021

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

Member no.	Address	Cancellation
68	Lauriston Place	29.11.2020
69	Lauriston Place	29.11.2020

14 ANY OTHER BUSINESS

It was commented that the back green gates were still being left open by the contractors from time to time. The staff to speak with contractors again. In addition, some strangers seemed to access the back green from time to time - the Director agreed to get permanent signs discouraging access.

The meeting closed at 9.04pm.

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