

LISTER HOUSING CO-OPERATIVE LTD

**Minutes of the Management Committee Meeting held on Tuesday 24 November 2020  
at 7.30 pm (held virtually using Google Meet)**

Committee Members present: J McCuaig, A McDonald, J Leith, C Littlewood, J-L Addams, L Alexander L. Bald, S Baxter, 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 19.40.

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 and M Midgley. C Goodwin has a Special Leave of Absence.	<i>Noted</i>
No one affected under Rule 40.3 (attendance clause in Rules).	
3 DECLARATION OF INTERESTS	
There were no declarations of interest.	
4 TOPICS FOR ANY OTHER BUSINESS	
There was no AOB.	
5 MINUTES OF THE PREVIOUS MEETING	
C Littlewood proposed, seconded by L Alexander, 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 QUARTERLY ACCOUNTS: YEAR TO 30 SEPTEMBER 2020	
(a) A Ross presented the Finance Report and Management & Accounts for the six months to 30 September 2020. The surplus amounted to £155,802 resulting in a positive variance of £65,662 against the budget. The variance arose from actual income being £5,313 less than budget and total expenditure being £70,975 less than budget. Gross rental income is in line	

with the budget and void loss is more than the budget resulting in an overall negative variance of (£1,732) in net rental income. Total operating cost show a positive variance of £70,975 against budget largely due to some expenditure lines reporting underspends.

Committee approved the Finance Report and Management Accounts for the six months to 30 September 2020.

*Approved*

A Ross was thanked and left the meeting.

9 PROPOSED COMPLETE CHANGE OF MODEL RULES - DRAFT

Committee discussed the proposed changes in detail. It was agreed not to include the option outlined in 3.3 and also to continue with the current 3-day deadline for nominations to stand for the committee. The Director would progress the amended version to the FCA as outlined.

*Agreed to send draft to FCA*

10 QUARTERLY MAINTENANCE STATISTICS - 2ND QUARTER JULY-SEPTEMBER 2020

Committee noted the statistics for the quarter to 30 Sept 2020.

*Noted*

11 HOUSING OFFICER'S REPORT

1) **Arrears.** October arrears were £36,861.85 an increase of £1,299.97 compared to September 2020.

*Noted*

**Former Tenant Arrears.** There was no change to 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 was one re-let in October and one mutual exchange.

*Noted*

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

*Noted*

12 DIRECTOR'S REPORT

1) **Xmas events.** The OAPs will receive a voucher as usual and the children will receive cash for Cinema tickets to use as they like.

*Agreed*

2) **Complaints Handling Procedure Statistics.** There were no CHP complaints about the service recorded in the period July-September 2020.

*Noted*

3) **Risk management review.** The Director has looked at the documents and updated where appropriate.

*Noted*

13 MEMBERSHIP

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

*Noted*

<b>Member no.</b>	<b>Address</b>	<b>Approval date</b>	<b>Date of start of membership</b>
925	Lauriston Place	01.10.2020	23.10.2020
926	Lauriston Place	01.10.2020	23.10.2020

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

*Approved*

<b>Member no.</b>	<b>Address</b>	<b>Cancellation</b>
161	Keir Street	21.10.2020
810	Lauriston Place	29.10.2020
811	Lauriston Place	29.10.2020
881	Heriot Place	01.11.2020
508	Archibald Place	22.11.2020
921	Keir Street	15.12.2020

14 ANY OTHER BUSINESS - none

The meeting closed at 8.13pm.

© Lister Housing Co-operative Ltd 2020