

LISTER HOUSING CO-OPERATIVE LTD

**Minutes of the Management Committee Meeting held on Tuesday 23 February 2021 at 7.30 pm (held virtually using Google Meet)**

Committee Members present: J McCuaig, A McDonald, J-L Addams, L Alexander, S Baxter, C Goodwin, J Leith, 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 7.50pm.

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, M Gunn and C Littlewood.	<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 one item to be raised as AOB.	
5 MINUTES OF THE PREVIOUS MEETING	
A McDonald proposed, seconded by J Leith, 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	
The Director discussed the report regarding the roof work at 16 Keir Street. No decision was made by the Office-Bearers Sub Group and it was referred to the Management Committee who agreed with the recommendation.	<i>Agreed</i>
8 QUARTERLY ACCOUNTS - APRIL - DECEMBER 2020	
(a) A Ross presented the Finance Report and Management & Accounts for the third quarter to 31 December 2020. The surplus amounted to £150,190 resulting in a positive variance of	
(b) £42,711 against the budget. The gross rental income was in line with the budget and void loss was £4,493 more than the budget	

resulting in an overall negative variance of (£4,493) in net rental income. Interest earned was £2,157 more than budget. Total costs show a negative variance of £2,298 against budget due to voids being higher than budget following fire in April damaging three flats.

Committee approved the Finance Report and Management Accounts for the quarter ended 31 December 2020.

*Approved*

#### 9 RENT REVIEW FEEDBACK & BUDGET APPROVAL

There had been no tenant feedback from the consultation which was half expected as there was no inflation increase. There was a slight adjustment of £25,000 added to the planned budget for major roof works at 16 Keir Street. Committee approved the budget and rent review for the year 2021-22 based on a rent increase of 0% plus additional main site points & service charge changes.

*Approved budget and rent review*

#### 10 VARIOUS FINANCIAL/GOVERNANCE MATTERS

a) Review of Statement of Internal Controls. Committee approved the review.

*Approved*

b) Impairment review. Committee approved the review.

*Approved*

#### 11 ACTIONS NEEDED FOLLOWING THE RETIREMENT NOTIFICATION OF THE DIRECTOR

The Director discussed the actions needed following his notification of retirement. The Committee agreed to proceed as recommended with doing an Options Appraisal. A Sub Group was agreed with A McDonald, J-L Addams, L Alexander, S Baxter, C Goodwin, J Leith, M Midgley.

*Agreed*

#### 12 BRIEF FOR AN OPTIONS APPLRAISAL FOR LISTER - Draft

The draft brief was outlined by the Director and the Committee agreed.

*Agreed*

#### 13 LIST OF POSSIBLE CONSULTANTS FOR THE OPTIONS APPRAISAL

The list of possible consultants was agreed.

*Agreed*

#### 14 BUSINESS PLAN (FORMERLY THE INTERNAL MANAGEMENT PLAN) 2021-22

The Committee agreed the Business Plan for 2021-22.

*Agreed*

#### 15 MINOR REVIEW OF SALARY SCALES

The Director discussed the minor review of the salary scales and the Committee agreed.

*Agreed*

- 16 BUILDING COMPONENT RENEWALS AND FUTURE MAINTENANCE PLANS
- The Committee agreed the Building Component Renewals and Future Maintenance Plans. *Agreed*
- 17 QUARTERLY MAINTENANCE STATISTICS Q3 OCT - DEC 2020
- Committee noted the statistics for the quarter ended 31 December 2020. *Noted*
- 18 UPDATE: THE EQUALITIES DATA GATHERING ISSUE
- The Committee noted the update on the issue regarding the gathering of the equalities data. *Noted*
- 19 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 two re-let in January. *Noted*
- 5) **Overdue gas services.** There was one overdue service in January 2021. This is due to Covid-19. The Regulator has been notified as per procedure. *Noted*
- 20 DIRECTOR'S REPORT
- 1) **EVH Salary Ballot.** The salary ballot was noted by the Committee. *Noted*
- 2) **Reimbursement of Directors Professional Subscription.** The Committee agreed the reimbursement of the Director's fees. *Agreed*
- 3) **Archie update.** The Committee noted the Archie update.
- EXTRA PAPER
- 1) **Financial Projections – PoLHA.** The Committee agreed to seek financial projections. *Agreed*
- 2) **Tablet for the office to boost health and safety at work.** The Committee agreed the tablet for the office. *Agreed*
- 3) **Health and Safety Consultant.** The Committee agreed to the appointment of the recommended health and safety consultant. *Agreed*

21 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>
934	Heriot Place	18.01.2021	29.01.2021
935	Keir Street	28.01.2021	09.02.2021

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

*Approved*

<b>Member no.</b>	<b>Address</b>	<b>Cancellation Date</b>
814	Keir Street	09.12.2020

22 ANY OTHER BUSINESS

None.

The meeting closed at 8.57pm.

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