

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 27 April 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, M Gunn, J Leith, C Littlewood, M Midgley.

In attendance: A Cant (Director), 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 was an apology from. J Renton, M Stolarek (Housing Officer), D Todorova. L Bald sent apologies later. 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 were two items to be raised as AOB.	
5 MINUTES OF THE PREVIOUS MEETING A McDonald 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 REGISTERS - SIGNING OFF 2020-21 FINANCIAL YEAR Committee approved the signing off of the registers for 2020-21	<i>Approved</i>

9 RECHARGE REPAIR, FORMER TENANT ARREARS AND BAD DEBT WRITE-OFFS

Committee noted the report which showed (a) no outstanding recharge repair costs (b) FT Arrears payments of £415.78 received and (c) 3 bad debts totalling £4,916.41 written off.

Noted

10 COMPLAINTS HANDLING PROCEDURE – STATS QUARTER 4 AND YEAR

Committee noted the statistics for the quarter January to March 2021 and for the full year April 2020 to March 2021.

Noted

11 MS KITCHEN REFURBISHMENT CONTRACT TENDERS

The Director described how the exhibition and surveying would work. Tender outcome was accepted.

12 HOUSING OFFICER'S REPORT

1) **Arrears.** March arrears were £32,333.59 a decrease of £10,093.33 compared to February 2021.

Noted

Former Tenant Arrears. There was no change to the FTAs owing.

Noted

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

Noted and actions approved

3) **Void.** Two properties were void in March.

Noted

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

Noted

5) **Overdue gas services.** There was one property without a valid certificate on 31 March 2021, due to the Covid-19 situation. The office has notified the SHR.

Noted

13 DIRECTOR'S REPORT

1) **Planning the AGM - The 9 Year Rule.** The Director will do the draw with another staff member in the office and notify people.

2) **Write-off of Arrears/Debt.** The write-off of arrears/debt was approved.

Approved

3) **Grade Review for Director Post.** A general check of the pay grade setting by the EVH was approved.

Approved

4) **Major Report by the Scottish Parliament – Housing to 2040.** The Director discussed the report.

5) **Edinburgh & Lothians Race Equality Council - AGM.** The Committee noted this will take place on 28 April should anyone wish to attend. *Noted*

6) **Pension Funding.** The Committee noted the improvement in the funding level of pensions. *Noted*

13 EXTRA DIRECTOR'S REPORT

(a)

1) **Becoming a Charity.** The Committee wholeheartedly backed the Director's recommendation to appeal the negative decision on Lister becoming a charity.

2) **The Options Appraisal Process.** The Committee noted the process. *Noted*

3) **Distributions – Fuel Support Fund and Community Recovery Fund.** The Committee noted the progress of distributions of these funds. *Noted*

4) **Garden Budget for Plants, etc.** The Committee agreed that staff are to work out a budget. *Agreed*

5) **Heriot's Traffic / Congestion Issue.** The Committee noted the delay in progressing the traffic issue. *Noted*

6) **Grassmarket Furniture Project.** The Committee welcomed the suggestion of commissioning a replacement object for the new site back green. *Welcomed*

14 MEMBERSHIP

There was no Membership activity to report in March 2021.

15 ANY OTHER BUSINESS

The overgrown ivy problem was raised and the Director advised that the problem is being addressed however due to the volume, this is likely to take a bit of time.

M Gunn suggested that it would be nice to thank the shopkeepers for their continued service over the previous year during the pandemic and has also volunteered to make a sketch of the shop as a gift. The Committee agreed. M Gunn to progress. *Agreed*

The meeting closed at 8.44pm.

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