

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 25 May 2021 at 7.30 pm (held virtually using Google Meet)

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

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

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 F Dodds (Housing Assistant). 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 L Alexander proposed, seconded by A McDonald, 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 ANNUAL RETURN ON CHARTER (ARC) TO THE SHR 20-21 The Director discussed the results in the report, describing various matters. The Committee approved for the ARC to be submitted to the SHR. | <i>Approved</i> |

| | | |
|----|--|-----------------------------------|
| 9 | ENERGY EFFICIENCY STANDARD for SOCIAL HOUSING | |
| | Committee noted the progress so far and approved the report and associated action plan | <i>Approved</i> |
| 10 | STATISTICS REPORT 2020-21 | |
| | Committee noted the statistics for the quarter January to March 2021 and for the full year April 2020 to March 2021. | <i>Noted</i> |
| 11 | CHARTER, SERVICE STANDARDS AND TARGETS 2020-21 | |
| | The report was noted | <i>Noted</i> |
| 12 | EQUAL OPPORTUNITIES REPORT 2020-21 | |
| | The report was considered and noted | <i>Noted</i> |
| 13 | QUARTERLY MAINTENANCE STATISTICS 4 th Qtr 2020-21 | |
| | The report was introduced by the Director. It was noted. | <i>Noted</i> |
| 14 | MAINTENANCE BUDGET OUT-TURN 2020-21 | |
| | The report was noted | <i>Noted</i> |
| 15 | HOUSING OFFICER'S REPORT | |
| | 1) Arrears. April arrears were £31,529 a decrease of £804 compared to March 2021. | <i>Noted</i> |
| | Former Tenant Arrears. There was an increase to the FTAs owing. | <i>Noted</i> |
| | 2) Individual arrears. These were outlined in detail by the HO. The Committee agreed with the recommended actions and noted the other cases. | <i>Noted and actions approved</i> |
| | 3) Void. Three properties were void in April. | <i>Noted</i> |
| | 4) Allocations. There was one let in April. | <i>Noted</i> |
| | 5) Overdue gas services. There was one property without a valid certificate on 30 April 2021, due to the Covid-19 situation. The office has notified the SHR. | <i>Noted</i> |
| 16 | DIRECTOR'S REPORT | |
| | 1) Planning the AGM. It was agreed to postpone the end-of-June AGM and hold it in September. | <i>Agreed postpone AGM</i> |
| | 2) The drawing of Lots. C Goodwin and L Alexander to stand down at the AGM, as well as J Leith and M Gunn | <i>Noted</i> |
| | 3) Insurance renewal. This was discussed and the reasons for the increase noted. | <i>Noted</i> |

- 4) **Door Open Day 2021.** After discussion agreed to not take part this year. *Agreed to not do*

14 MEMBERSHIP

There was no Membership activity to report in April 2021.

15 ANY OTHER BUSINESS

(1)

The issue of pest control, especially in Keir Street was discussed and the Housing Officer will take forward action.

HO to progress

(2)

A letter was sent to the Committee with three items listed

(a) The use of Weedkiller by the Gardener. There was a discussion and this will be continued next month.

Report further

(a) The question of the protection of birds from cats, especially in the breeding season. Committee agreed to publicise this.

Publicise

(c) the Committee and staff were thanked for their stance on the Equalities data gathering matter.

Noted

(3)

It was repeated that the Heriot's traffic issue will not be forgotten.

Noted

(4)

The issue of safety and security cameras/CCTV at stair doors and in common parts was discussed. The HO to discuss further with the individual who raised it.

Noted

The meeting closed at 8.50pm.

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