

LISTER HOUSING CO-OPERATIVE LTD

**Minutes of the Management Committee Meeting held on Tuesday 22 June 2021
at 7.30pm (held virtually using Google Meet)**

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

In attendance: A Cant (Director), F Dodds (Housing Assistant), A Ross (Port of Leith HA Finance)*, J Chittleburgh (Chiene+Tait, Auditor)* *Left the meeting at 7.55pm..

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 L Alexander, C Goodwin and M Stolarek (Housing Officer). 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 M Midgley 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 MINUTES OF THE 'EXTRA' MANAGEMENT COMMITTEE MEETING OF 1 JUNE 2021 C Littlewood proposed, seconded by A McDonald, that the minutes of the 'extra' meeting be accepted as a true record, and this was agreed.	<i>Approved</i>
7 MATTERS ARISING There were no matters arising.	<i>Noted</i>
8 OFFICE BEARERS' REPORT The Director discussed the report regarding the kitchen programme and the Committee approved the surveying fee cost.	<i>Agreed</i>

Welcome to A Ross of Port of Leith HA and J Chittleburgh of Chiene+Tait.

9 MANAGEMENT ACCOUNTS 2020-21

A Ross of PoLHA summarised the accounts which show a surplus for the year of £132,488, a positive variance of £18,634 against the budget. The reasons for the variance were noted. Committee approved the Management Accounts.

Approve Mgmt Accounts

10 FINANCIAL STATEMENTS 2020-21 - FOR APPROVAL

The Director and J Chittleburgh from Chiene+Tait outlined the Financial Statements. They depicted all the information contained in the Management Accounts as well as the Report of the Committee of Management, the Statement of Committee Responsibilities and the Statement of Internal Financial Controls.

Committee agreed the Financial Statements

11 AUDIT SUMMARY REPORT FROM CHIENE+TAIT, AUDITOR

1) **The Audit conclusion** stated that the Financial Statements give a true and fair view of the state of the Co-operative's affairs at 31 March 2021 and that they complied with relevant standards. Satisfactory assurances were gained on the risk areas identified at the planning stage.

2) **The respective responsibilities** of the Committee and the auditor were specified.

3) **Significant audit and accounting matters.** There were no matters of adjustment and no matters of concern in the 'Management Letter' section, so no comments required from the Co-op - just to acknowledge it.

*Approved Report.
Director to acknowledge*

4) **An annual report on GDPR compliance to Committee** was recommended by the auditors as a good practice item and this was agreed.

Agreed for an annual GDPR report

12 LETTER OF REPRESENTATION FROM LISTER TO CHIENE+TAIT – DRAFT FOR APPROVAL

The Director explained that this is the Committee's confirmation to the auditor that it has fulfilled its responsibilities and provided all necessary information including from the year-end date until today.

Approved for the Chair to sign

A Ross and J Chittleburgh left the meeting.

13 REVIEW OF AUDIT ACTIVITY inc. REVIEW OF EXTERNAL AUDITORS

Committee approved the report which included continuing the contract with Chiene+Tait as auditor. The Director explained that PoLHA will be giving one year's notice with a 3-month review

	before end. It was agreed that an internal audit will be organised.	<i>Approved actions</i>
14	FINANCIAL PROJECTIONS	
	The Director discussed and the Committee agreed the 5-year and the 30-year financial projections.	<i>Approved</i>
15	LOAN PORTFOLIO / TREASURY MANAGEMENT REVIEW	
	Committee noted the contents of the report.	<i>Noted</i>
16	ORGANISING THE RECRUITMENT OF A NEW SENIOR OFFICER	
	a) The Director discussed and the Committee agreed the change of title and grade of the new senior officer as recommended.	<i>Agreed</i>
	b) It was discussed and agreed that EVH are to be the agency used. The Director will check guarantees.	<i>Agreed</i>
	The Recruitment sub-group will be J-L Addams, L Alexander, M Midgley, A McDonald and will have fully delegated powers.	<i>Agreed RSG and powers</i>
17	PROGRESSING THE ACTION PLAN FROM THE OPTIONS APPRAISAL REPORT	
	The Director discussed the report. The Committee noted it and agreed with the recommended actions.	<i>Agreed</i>
18	HOUSING OFFICER'S REPORT	
	1) Arrears. May arrears were £28,952.35 a decrease of £2576.95 compared to April 2021.	<i>Noted</i>
	Former Tenant Arrears. There was a decrease to the FTAs owing, due to the sums written off last month.	<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. Four properties were void in May.	<i>Noted</i>
	4) Allocations. There were two lets in May.	<i>Noted</i>
	5) Overdue gas services. There were no overdue services since the previous meeting.	<i>Noted</i>
19	DIRECTOR'S REPORT	
	1) UPDATE ON THE AOB ISSUE FROM THE LAST MEETING	

Use of chemical weedkiller. It was agreed after discussion that there will be a ban of chemical weedkiller with a review after one year.

Agreed ban

Pest control in Keir Street. The Direct outlined the planned action and the Housing Officer is to contact Edinburgh University regarding the car park.

Noted

- 2) **Traffic generated by parents' cars - Keir Street and Heriot Place.** The Director will request assistance from the school then otherwise press the council for a traffic regulation order on these streets.

Noted

- 3) **Complaint/appeal about charity and co-op issue to the FCA .** the complaint with some concern.

- 4) **Kitchen Programme.** The Committee welcomed the good progress made on the kitchen programme.

Noted

- 5) **Installing fibre connectivity to flats at Lister.** The committee discussed and agreed the pre-installation of fibre cables provided they meet with conservation requirements.

Agreed

20 MEMBERSHIP

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

Noted

Member no.	Address	Approval date	Date of start of membership
936	Keir Street	26.05.2021	27.05.2021

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

Approved

Member no.	Address	Reason	Cancellation date
195	Lauriston Place	Death	24.05.2021*
273	Lauriston Place	Death	03.06.2021
893	Keir Street	Leaving Co-op	11.07.2021

**exact date to be confirmed*

21 ANY OTHER BUSINESS

The one item to be raised as AOB had in fact been discussed during the main agenda items.

The meeting closed at 9.36pm.