

**MINUTES of the ANNUAL GENERAL MEETING of  
LISTER HOUSING CO-OPERATIVE LTD held on Tuesday 29 September 2020  
at 7.30 pm (held virtually using Google Meet)**

Members present:      J-L Addams                      M Hartley  
                                 L Alexander                      C Littlewood  
                                 L Bald                              J McCuaig  
                                 S Baxter                            A McDonald  
                                 J Cui                                M Midgley  
                                 M Gunn                             J Renton  
                                 R Gunn                             D Todorova      (14)

Proxy attendance:      R Clarkson, D Coxon, K Coxon, N Fallon, C Goodwin, A Hepburn, Y Li,  
                                 P Little, K Littlewood, A MacGillivray, J Marjoribanks, J Midzio, K Midzio.  
                                 (13)

Non-members present:      J Chittleburgh (Chiene+Tait, Auditor),  
                                 N Ntuli (Port of Leith HA Finance).

Staff in attendance:    A Cant (Director), M Stolarek (Housing Officer),  
                                 F Dodds (Housing Assistant).

**1      CHAIRPERSON'S INTRODUCTORY REMARKS**

L. Alexander welcomed members and guests to the 44th Annual General Meeting of Lister. The meeting had been delayed by three months and was held online due to the covid-19 situation.

**2      APOLOGIES FOR ABSENCE**

Apologies were received from: C Armstrong, V Dick, A Findlay, T Georgieva, M Knowles, J Leith, M Strzalka.

**3      MINUTES OF THE ANNUAL GENERAL MEETING HELD ON TUESDAY 25 JUNE 2019**

A McDonald proposed, seconded by J McCuaig, that the minutes of the previous Annual General Meeting be adopted as a true record.  
There were no objections and the minutes of the meeting were accepted.

**4      AUDITOR'S REPORT AND RECEIVING OF THE FINANCIAL STATEMENTS FOR YEAR ENDING 31 MARCH 2020**

N Ntuli of PoLHA explained that the Financial Statements had been approved by the Management Committee at its meeting on 23 June 2020. The accounts show an operating surplus of £214,598 compared to £107,142 for 2018-19. There was a total surplus before transfers for the year of £296,581. The Co-op continues to be in a good financial position.

The Auditor's Annual Report on the Financial Statements for the year ended 31 March 2020 had been prepared by J Chittlewood, Partner of Chiene+Tait. These Financial Statements include the statements of Committee Members' Responsibilities and Internal Financial Controls. The report of the Auditor states that in their opinion "the financial statements give a true and fair view.....of the state of the Co-operative's affairs as at 31 March 2020 and of its income and expenditure for the year then ended" and have been properly prepared in accordance with the relevant legislative and accounting requirements.

L Alexander thanked her, and asked if there were any questions on the Auditor's Report or the Financial Statements, and there were none. She then asked the membership to receive the Auditor's Report and Financial Statements.

This was proposed by C Goodwin and seconded by J-L Addams.  
There were no objections. The meeting approved the receiving of the Statements.

## 5 APPOINTMENT OF AUDITOR

The resolution was put to re-appointment Chiene+Tait, 61 Dublin Street, Edinburgh, EH3 6NL, as external auditor to Lister Housing Co-operative Ltd for the financial year 2019-20.

This was proposed by J-L Addams and seconded by J McCuaig.  
There were no objections and the appointment was confirmed.

## 6 CHAIRPERSON'S REPORT

L Alexander thanked members for the excellent turnout tonight and reviewed some of the events and achievements during the last year.

- a. **Projects and Maintenance programmes.** 2019-20 was a fairly quiet year for maintenance programmes. There was a smoke detector programme, some energy conservation work and one wet floor shower adaptation was carried out.
- b. **Freedom of Information Act in Scotland.** There was however a considerable amount of work done in preparing for Lister (like all Scottish housing associations and co-ops) to be covered by the Freedom of Information Act in Scotland. This applied from 11 November 2019 and a lot of work was done by staff and our specialist Data Protection Officer consultants on this. This also led to a lot of work being done on data protection and GDPR policies and procedures.  
As part of this work, much more information was loaded up onto Lister's website.
- c. **IT Upgrade.** Lister bought new computers last summer and in February 2020 signed up for specialist housing and finance software, called HomeMaster, which went live at the end of April and has helped in this Covid-19 situation.
- d. **Transfers.** We had more flats coming empty last year and that allowed us to do a few transfers as well, which helps meet the needs of those in Lister as well as providing a further vacancy to let to those in housing or medical need from elsewhere in Edinburgh.
- e. **First Assurance Statement to the Scottish Housing Regulator.** This went well and we are now reviewing progress for this year's submission.
- f. **Covid-19.** Coronavirus has impacted on us in many ways, not least in terms of personal contact, visits and repairs. The Chair thanked the staff for coping well under difficult and unusual circumstances and the tenants for their understanding and forbearance.
- g. **New Members** of the co-op were welcomed. There were several few vacancies during the year and it is always nice to see new households coming into Lister.
- h. **The Chair thanked** her co-committee members and staff for their hard work all year round and the valuable input and support from the membership to the running of the co-op.

- i. **Community Newsletter.** The committee have formed a Newsletter group and have a potential for a Community Newsletter is being explored.

## 7 ELECTION OF MEMBERS TO THE MANAGEMENT COMMITTEE

There were no new candidates; four existing committee members were re-standing for election and nine continuing in post. As there were more vacancies (six) than candidates there was no need to take a vote. The following persons were duly elected to the Committee (subject to each person confirming that he or she fulfils the eligibility requirements for Committee members as set out in the Co-operative's rules):

Re-elected members:

Jean-Luc Addams  
Colleen Littlewood  
Jennifer McCuaig  
Jennie Renton

The following members of the Committee would continue in post:

Louise Alexander  
Lucy Bald  
Susan Baxter  
Carol Goodwin  
Michele Gunn  
Jacquie Leith  
Angus McDonald  
Maureen Midgley  
Detelina Todorova

## 8 CLOSE OF FORMAL BUSINESS

The formal business of the meeting was now concluded. Everyone was thanked for attending.

The meeting ended at 8.59 pm