

LISTER HOUSING CO-OPERATIVE LTD

**Minutes of the Management Committee Meeting held on Tuesday 31 August 2021
at 7.30 pm (held virtually using Google Meet)**

Committee Members present: J McCuaig (Chair), A McDonald (Treasurer), C Littlewood (Secretary), L Alexander, L. Bald, S Baxter, C Goodwin, J Leith, M Midgley, J Renton, D Todorova,

In attendance: A Cant (Director), F Dodds (Housing Assistant),
A Ross (Port of Leith HA finance), A Cameron (Quinn Internal Audit).

7.30 PM MAIN MEETING

ITEM	DECISION/ACTION
1 CONFIDENTIAL BUSINESS	
There was no confidential business.	
2 APOLOGIES FOR ABSENCE & RULE 40.3 ATTENDANCE	
Apologies: J-L Addams, M Gunn and M Stolarek (staff).	<i>Noted</i>
3 DECLARATION OF INTERESTS	
M Midgley declared interest in item 16. as she has a garden.	<i>Noted</i>
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 M Midgley, that the minutes be accepted as a true record, and this was agreed.	<i>Approved</i>
6 MATTERS ARISING	
There were no matters arising.	
7 OFFICE BEARERS' REPORT	
There was no Office-Bearers business to report.	
8 QUARTERLY ACCOUNTS: APRIL-JUNE 2021	
A. Ross from PoLHA presented the Finance Report and Management Accounts for the first quarter to 30 June 2021. The Co-operative returned a surplus of £15,509 compared to the budgeted surplus of £40,395 resulting in a negative variance of (£24,886). This was due to the income being less and expenditure being more than budget. Income was £3,468 less than budget. The Committee approved the management accounts for the quarter to 30 June 2021.	<i>Approved</i>

- 9 INTERNAL AUDIT REPORT FROM QUINN INTERNAL AUDIT
- A Cameron presented the Internal Audit Report. There were 2 recommendations at priority 3, which recommends an enhancement to the current control framework. *Approved*
- Mr Cameron was thanked and he and A Ross left the meeting at 20.01.
- 10 MAINTENANCE PROJECTIONS – CONSULTANTS REPORT
- The Committee noted the comments on the report and will leave with the Director to progress as necessary. *Noted*
- 11 SFHA/SHR GUIDANCE – GATHERING EQUALITIES DATA
- The Committee discussed the guidance on gathering equalities data. M Midgley talked of her concern that social renters are being made to feel second class as the data does not include home owners. After discussions it was agreed to progress to the next stage using RGDP comments. *Agreed to progress*
- 12 ASSURANCE STATEMENT REPORT No. 2
- The report was discussed and the position noted. *Noted*
- 13 COMMITTEE – APPRAISALS AND EFFECTIVENESS
- The plans for the Committee Appraisals were agreed and there was a good discussion on effectiveness. *Agreed*
- L Alexander had to leave the meeting*
- 14 PLANNING THE OPENING OF THE OFFICE
- The plans for re-opening the office were discussed and agreed. *Agreed*
- 15 ENERGY EFFICIENCY WORK
- The Committee agreed with the plans for the energy efficiency work. *Agreed*
- 16 GARDENS, ETC - UPDATE
- The Director outlined the plans for the gardens, in particular the pruning of trees. A survey was sent out to those affected by a particularly large tree at 16 Heriot Place and the result was 4:2 would prefer to prune the tree rather than remove it. The plans for action were noted. *Noted*
- 17 QUARTERLY MAINTENANCE STATISTICS-FIRST QUARTER APRIL-JUNE 2021
- The quarterly maintenance statistics were discussed and noted. *Noted*

18 COMPLAINTS HANDLING PROCEDURE - NEW STATS REPORTING FORMAT

The Director discussed the new reporting format and it was noted by the Committee.

Noted

19 HOUSING OFFICER'S REPORT

1) **Arrears.** July arrears were £23,974.55 a decrease of £2,137.77 compared to June 2021.

Noted

Former Tenant Arrears. There was an increase 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.** Five properties were void in July.

Noted

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

Noted

5) **Overdue gas services.** There were no overdue services in July.

Noted

20 DIRECTOR'S REPORT

1) **Secretary to confirm the rules have been followed.** The Director confirmed that the Secretary can now sign the rules and this will be done before the AGM.

Noted

2) **AGM goody bag.** The Director suggested torches for the AGM goody bag and it was agreed to get the smaller torches.

Agreed

3) **Kitchens programme update.** The Committee noted the update.

Noted

21 MEMBERSHIP

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

Member no.	Address	Approval date	Date of start of membership
938	Keir Street	17.8.21	23.8.21

B) **Cancellations.** Committee approved the following Cancellations of membership:

Member no.	Address	Reason	Cancellation date
802	Keir Street	Left Co-op	25.7.21
803	Keir Street	Left Co-op	25.7.21

22 ANY OTHER BUSINESS

- 1) The cleaning of the stair windows was discussed and the director will progress with this. *Noted*
- 2) There is still concern about traffic on Keir Street. The matter was discussed and the director will progress. *Noted*

The meeting closed at 9.50pm.

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