

LISTER HOUSING CO-OPERATIVE LTD

**Minutes of the Management Committee Meeting held on Tuesday 28 June 2022 at 7.00 pm (held face-to-face & virtually using Google Meet)**

Committee Members present: **F-to-F:** L Alexander, A McDonald, C Littlewood, J L Addams, J Dydak, J McCuaig, J Renton, L Bald, M Midgley.

**Online:** S Baxter

In attendance: J Rankin (CEO), F Dodds (Housing Assistant), A Ross (Port of Leith HA Finance)\*, S Beattie (Chiene+Tait, Auditor)\* \*Left the meeting at 7.31pm..

7.30 PM MAIN MEETING

ITEM	DECISION/ACTION
1 CONFIDENTIAL BUSINESS Minuted separately.	
2 APOLOGIES FOR ABSENCE & RULE 40.3 ATTENDANCE No apologies. 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 A McDonald proposed, seconded by J Renton, that the minutes of the previous meeting be accepted as a true record, and this was agreed.	<i>Approved</i>
6 CONFIDENTIAL ITEM MINUTES OF PREVIOUS MEETING AND 26.04.22 MEETING C Littlewood proposed, seconded by A McDonald, that the confidential item minutes of the previous meeting and 26.04.22 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 There was no Office-Bearers business to report.	<i>Noted</i>

*Welcome to A Ross of Port of Leith HA and S Beattie of Chiene+Tait.*

9 MANAGEMENT ACCOUNTS 2021-22

A Ross of PoLHA summarised the accounts which show a surplus for the year of £71,062 resulting in a negative variance of (£81,547) against the budget. The reasons for the variance were noted. Committee approved the Management Accounts.

*Committee approved the Mgmt Accounts*

10 FINANCIAL STATEMENTS 2021-22 - FOR APPROVAL

S Beattie 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 AND TECHNICAL GUIDANCE 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 2022 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. CEO to acknowledge*

4) **Reporting on sustainability** was recommended by the auditors for future years, and this was noted.

*Noted*

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

It was 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 S Beattie 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 for this year, although noted that it would be necessary to consider audit provision in future years, in order to comply with regulatory expectations.

*Approved actions*

14 LOAN PORTFOLIO / TREASURY MANAGEMENT REVIEW

Committee noted the contents of the report. *Noted*

15 COMMITTEE – APPRAISALS AND EFFECTIVENESS

The plans for the Committee Appraisals were agreed and there was discussion also on effectiveness. *Agreed*

16 HOUSING OFFICER'S REPORT

- 1) **Arrears.** May arrears were £34,135.36 an increase of £830.15 compared to April 2022. *Noted*  
**Former Tenant Arrears.** There was a slight increase to the FTAs owing. *Noted*
- 2) **Individual arrears.** These were outlined in detail by the HO. The Committee agreed with the recommended actions and noted the other cases. *Noted and actions approved*
- 3) **Void.** One property was void in May. *Noted*
- 4) **Allocations.** There were no lets in May. *Noted*
- 5) **Overdue gas services.** There were no overdue services since the previous meeting. *Noted*

17 CEO REPORT

- 1) **Management Committee Members' Training.** It was agreed that the data protection training/update should be held at the July Meeting. It is also necessary for all Committee Members to receive training on the Code of Conduct. The CEO will pick this up, liaising with the office bearers as necessary, and in the meantime noted that all Committee members must attend this training. *Agreed*
- 2) **AGM Planning and Model Rules.** The AGM will be held on Wednesday 21<sup>st</sup> September 2022 at Lauriston Hall, 28 Lauriston Street with a start time of 7.30pm. A Special General Meeting will be held this year to approve the updated Model Rules. The CEO plans to submit updated Model Rules to the July Management committee meeting for review and approval ahead of the AGM/SGM. There was also discussion on the social aspect of the AGM and what would be appropriate. The CEO will discuss with staff to gauge what they would be comfortable with. *Noted*
- 3) **Post-AGM Succession Plans.** At the Management Committee Meeting following the AGM there will be discussions regarding filling the posts of Chairperson, Secretary and Treasurer. There were no questions at this time. *Noted*

- 4) **St Thomas of Aquin's RC High School.** We now have direct contact with the Head Teacher of the High School, Mr Christopher Santini. Mr Santini advised that he would be happy to attend a Management Committee Meeting to discuss how the school and Lister can work together in relation to areas of shared interest. *Noted*
- 5) **Lister Response to the War in Ukraine.** Following the decision at the last meeting, officers have arranged for the sum of £1000 to be donated on Lister's behalf to the Refugee Crisis Appeal set up by the Refugee Council. This will be doubled by the charitable trust which has partnered with the Refugee Council in relation to this appeal.
- 6) **Scottish Housing Co-operative Transfer.** Lister has been identified as a potential recipient of a sum of money from a co-operative which is winding up its affairs. The Committee discussed and agreed in principle to accept the donation if offered, subject to obtaining relevant financial advice. *Agreed*
- 7) **Pension Scheme Update.** SHAPS members have been contacted by email to advise that the current deficit contributions will cease on 30 September 2022 which will save Lister circa £29,000 per annum. *Noted*
- 8) **Gardens and Back Greens.** Following a letter from a Lister tenant regarding Lister's gardens and back green policies. It was suggested that our gardener Sam attend a meeting to provide his professional input in relation to this issue. The Committee discussed and agreed that Sam should attend. It was also suggested that a note be put into the next newsletter reminding tenants that Sam takes instructions from the office therefore tenants should liaise directly with the Lister office staff in relation to any issues.

## 18 MEMBERSHIP

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

Member no.	Address	Approval date	Date of start of membership
None			

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

Member no.	Address	Reason	Cancellation date
790	Keir Street	Left Co-op	25.05.2022
791	Keir Street	Left Co-op	25.05.2022

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 8.46pm.