

LISTER HOUSING CO-OPERATIVE LTD

**Minutes of the Management Committee Meeting held on Tuesday 26 July 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, M Midgley.

**Online:** S Baxter, C Goodwin, J Leith

In attendance: J Rankin (CEO), M Stolarek (Housing Officer)

7.00 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 Bald. 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 no items to be raised as AOB.	
5 MINUTES OF THE PREVIOUS MEETING A McDonald proposed, seconded by J L Addams, 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 A McDonald proposed, seconded by J L Addams, that the confidential item minutes of the previous 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>

## 9 PROPOSED NEW RULES

The CEO spoke to the updated draft rules which had been presented to today's meeting, as well as the relevant covering paper. The CEO noted that the updated draft rules were in a format which, in officers' view, would comply both with the updated guidance issued by the SFHA/ FCA, and with the comments received from the FCA in relation to last year's rules.

The CEO noted further that, apart from these required changes, the draft rules were in the same format as the draft rules which were reviewed and approved at last year's SGM.

Following review and discussion the Committee approved the updated draft rules, and officers to progress. *Draft Rules Approved*

## 10 DATA PROTECTION TRAINING AND REPORT 2021-2022

The DPO commenced by providing some training for the Management Committee members, in terms of an overview of relevant data protection responsibilities and considerations.

Thereafter the report provided to this meeting was considered and the progress noted. The various matters would be progressed. The good work of RGDP and the DPO specialist was appreciated. *Report noted*

## 11 ASSURANCE STATEMENT 2022 – FIRST REPORT

The report was discussed and the position noted. There will be further reports over the next three months. *Noted*

## 12 HOUSING OFFICER'S REPORT

- 1) **Arrears.** June arrears were £31,887.89 a decrease of £2247.47 compared to May 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.** Two properties were void in June. *Noted*
- 4) **Allocations.** There was one let in June. *Noted*
- 5) **Overdue gas services.** There were no overdue services since the previous meeting. *Noted*

## 13 CEO REPORT

- 1) **AGM Planning.** The CEO updated on arrangements to date in relation to the AGM and noted that officers would propose that only drinks be provided on the evening of the

meeting, rather than drinks and food as in some previous years. The Committee agreed this, as well as the holding of a raffle on the evening.

*Noted and Agreed*

- 2) **Health and Safety Incident.** The CEO updated on the recent H&S incident, and on remedial actions which had been put in place, as well as reporting. The Committee noted the position.

With regard to the new site play area, the CEO noted that officers had identified that there was a small wooden sculpture next to this area which had become damaged and splintered, and could therefore pose a hazard. Following discussion, the Committee agreed that officers should explore removal/ replacement in order to mitigate this risk.

*Noted and Agreed*

- 3) **Gardens and Back Greens.** The meeting was joined by the Gardener, Sam McGillivray, for this item, and particularly consideration of the Edinburgh Biodiversity Action Plan 2019-21, which it had been suggested could be adopted as garden management policy.

Officers noted in regard to the Action Plan that whilst this was a high level document which was more focussed on a multi-disciplinary, city-wide approach, in relation to those sections which were more relevant to Lister and its work, there was already a great deal of work being done which was relevant to meeting the aims of the action plan.

The Committee noted that the update provided was helpful, and following discussion it was agreed that:

- A summary of the work that was already being done should be presented in the next tenant newsletter;
- With that summary tenants should also be reminded that, in the event that they have any questions in relation to gardening work, these should be referred to the office; and
- Officers would consider regular, perhaps quarterly, washing of benches in communal areas, and also consider whether a new pressure washer required to be purchased.

*Noted and Agreed*

## 14 MEMBERSHIP

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

*Noted*

<b>Member no.</b>	<b>Address</b>	<b>Approval date</b>	<b>Date of start of membership</b>
949	Lauriston Place	30.06.22	30.06.22

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

*Approved*

<b>Member no.</b>	<b>Address</b>	<b>Reason</b>	<b>Cancellation date</b>
858	Heriot Place	Left Co-op	16.06.22

15 ANY OTHER BUSINESS

There were no items of other business.

The meeting closed at 8.13pm.