

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 27 September 2022 at 7.30 pm (held face-to-face & virtually using Google Meet)

Committee Members present: **F-to-F:** A McDonald, C Littlewood, J L Addams, J Dydak, J McCuaig, J Renton, S Baxter.
Online: C Goodwin, J Leith

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

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 were apologies from L Alexander, M Midgley, L Bald, and F Dodds (Housing Assistant). 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 were no items noted to be raised as AOB.	<i>Noted</i>
5 MINUTES OF THE PREVIOUS MEETING Agreed that subject to one minor amendment (removal of J Leith from attendance), J L Addams proposed, seconded by J McCuaig, that the minutes of the previous meeting 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 RE-AFFIRMATION FOR EXISTING MANAGEMENT COMMITTEE MEMBERS The CEO explained that Rule 39 sets out the circumstances under which a committee member cannot be appointed or elected. If anyone is affected, they must declare it. No one stated they were affected.	<i>No members said they were ineligible</i>

The CEO also noted that the annual Declaration of Interests form had been distributed to all Management Committee members for completion and return, in order to confirm that they will abide by the Code of Conduct for Management Committee members, and the Entitlements, Payments & Benefits policy.

9 LISTER EPB POLICY - LIST OF CONTRACTORS, ETC. FOR 2022-23 YEAR

The updated list of contractors and service providers (which Committee members and Staff are prohibited from using) was reviewed, noted and approved.

Approved

10 ELECTION OF OFFICE-BEARERS

Chair – L Alexander *Chair* – L Alexander was nominated by J L Addams and seconded by J McCuiag. There were no other nominations, so L Alexander was elected Chair.

Agreed signatory

Treasurer - A McDonald was nominated by C Littlewood and seconded by J L Addams. There were no other nominations so A McDonald was re-elected Treasurer.

Secretary - C Littlewood was nominated by A McDonald and seconded by J McCuaig. There were no other nominations so C Littlewood was re-elected Secretary.

Office bearers elected.

Noted that these three Office Bearers are authorised to use the Seal and sign paperwork for the co-operative.

Authorised for use of seal and to sign.

11 REVIEW OF MANAGEMENT COMMITTEE GOALS

Committee reviewed the draft Management Committee goals which had presented for consideration. Following discussion, the Management Committee approved the goals for 2022-2023.

Approved

12 SHR ASSURANCE STATEMENT 2022 – REPORT NO. 3

Committee reviewed the report, and following discussion and consideration, the report was approved.

Approved

13 POSSIBLE STANDING AGENDA ITEM 'COMMUNITY ISSUES'

Noted that this item had been proposed for inclusion on the agenda as a standing item by a Management Committee member, J Renton. J Renton spoke to the proposed agenda item, advising that this would provide an opportunity for matters of community interest to be raised and discussed, for perhaps no longer than 10 minutes, at each meeting. Following discussion as to the potential merits of adopting this approach, the Management Committee voted on the proposal and the proposal was approved by a majority.

Approved and to be added to agendas

14 HOUSING OFFICER'S REPORT

- 1) **Arrears.** August arrears were £30,513.80 a decrease of £1700.25 compared to July 2022. *Noted*
Former Tenant Arrears. There was no difference 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 August. *Noted*
- 4) **Allocations.** There was one re-let in August. *Noted*
- 5) **Overdue gas services.** There were no overdue services since the previous meeting. *Noted*

15 CEO REPORT

- 1) **Port of Leith Housing Association.**
The CEO noted the change of name for Port of Leith and its subsidiaries. *Noted*
- 2) **Management Committee Training.**
Following review and discussion the proposals in relation to both the Code of Conduct and Finance training were agreed, and officers to take forward in relation to establishing dates. *Approved*
- 3) **Fuel Efficiency and Support to Lister Tenants.**
Following discussion, agreed that officers should take forward the proposed communication with Lister tenants on support available during the cost of living crisis. *Noted*
- 4) **Fibre Connectivity to Lister Properties.**
Noted that the materials which had been presented for review at today's meeting were unclear *Officers to progress*
- 5) **Adaptation Grant Awarded.**
The Management Committee noted the improved award for this year. *Noted*
- 6) **Lister Crafts Group**
J L Addams advised that the Crafts Group now had access to a sewing machine, although the Group had requested that the lighting in the community room be improved via new LED bulbs, and the purchase of lamps. The Management Committee approved these measures.

Separately a query was raised in relation to risk management measured in place with regard to the group using the office. The CEO advised that protocols were in place in relation to accessing and leaving the office, but that it would make sense for this to be reviewed at this time.

*Purchases
Approved and
Officers to progress*

7) **External Cracks at Number 12 Keir Street**

The CEO spoke to the update which had been provided, and following discussion and consideration, the Committee approved that this survey should be progressed.

Approved

16 MEMBERSHIP

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

Noted

Member no.	Address	Approval date	Date of start of membership
950	Heriot Place	26.07.22	01.08.22

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

Approved

Member no.	Address	Reason	Cancellation date
none			

17 COMPOSITION OF SUB GROUPS

Following review and discussion agree that the composition of Sub Groups should be as last year, subject to the removal of Management Committee members who had retired during 21-22, and subject also to J Dydak joining the Allocations and Social Sub Groups.

Approved

18 ANY OTHER BUSINESS

None.

The meeting closed at 8.45pm.