

LISTER HOUSING CO-OPERATIVE LTD

**Minutes of the Management Committee Meeting held on Tuesday 21 February 2023 at 7 pm
(held face-to-face & virtually using Google Meet)**

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

Online: L Bald

In attendance: J Rankin (CEO), M Stolarek (Housing Officer), F Dodds (Housing Assistant), A Ross (Harbour Homes Group Finance Manager).

6.30 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 M Midgley. No one affected under Rule 41.3 (attendance clause in Rules, formerly Rule 40.3).	<i>Noted</i>
3 DECLARATION OF INTERESTS There were no declarations of interest.	
4 TOPICS FOR ANY OTHER BUSINESS There were no items to be raised as AOB.	<i>Noted</i>
5 MINUTES OF THE PREVIOUS MEETING J-L Addams proposed, seconded by J Leith, 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 QUARTERLY ACCOUNTS: QUARTER 3 OCT - DEC 2022 (a) A Ross presented the Finance Report and Management & Accounts for the third quarter to 31 December 2022. The surplus amounted to £143,146 resulting in a positive variance of £134,920 against the budget. The total income had a positive variance of £21,818 due to income received from the Scottish Fuel Fund. Total operating costs showed a positive variance of	

£113,102 against budget largely due to some expenditure lines reporting underspends.

It was agreed to raise an item on a future agenda to discuss the consider a re-forecast in relation to the budget for 2023-24.

Following review, Committee approved the Finance Report and Management Accounts for the quarter ended 31 December 2022. *Approved*

A Ross was thanked and left the meeting at 19.15.

9 RENT REVIEW FEEDBACK & BUDGET APPROVAL

The CEO advised that there had been no tenant feedback in relation to the recent consultation on the proposed rent review. Committee approved the budget and rent review for the year 2023-24 based on a 3.2% overall rent increase for all tenants, with a further 3 extra points for Main Site tenants taking their rise to circa 4.2%. *Approved budget and rent review*

10 FINANCIAL/GOVERNANCE MATTERS

a) Following review, Committee approved the Statement of Internal Controls and Statement on Reserves.

b) Following review, Committee approved the Impairment Review. *Approved and Noted*

11 QUARTERLY MAINTENANCE STATISTICS Q3: OCT-DEC 2022

The CEO spoke to the report which had been presented to today's meeting, noting that response times and satisfaction levels were generally positive. Committee noted the statistics for quarter 3 ending 31 December 2023.

It was agreed to raise an item on a future agenda to discuss the proposed Window external painting Programme, which was planned to take place in 2024-25. *Noted*

12 TENANT SURVEY 2022 REPORT

The CEO spoke to the report which had been submitted to the meeting, noting that results were generally positive. The CEO noted that the report was still under consideration by officers, and that a report would be provided to tenants also. Committee discussed potential areas for increasing tenant engagement, such as via the AGM or website, and noted the terms of the report. *Noted*

13 HOUSING OFFICER'S REPORT

1) **Arrears.** January arrears were £30866.21 a decrease of £883.05 compared to December 2022. *Noted*

Former Tenant Arrears. There was no change 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.** There was one void property in January. *Noted*
- 4) **Allocations.** There were no re-lets in January. *Noted*
- 5) **Overdue gas services.** There were no overdue services since the previous meeting. *Noted*

14 CEO REPORT

- 1) **Health and Safety / Landlord Facilities Health and Safety.**
ACS conducted an audit of our Health and Safety Control Manual and the findings from this will be shared with the Committee once the report has been issued. *Noted*
- 2) **Request to Film at Lister.**
The Committee discussed the request to film at Lister later this year, and the CEO agreed to contact the production company to discuss further. *Noted and officers to progress*
- 3) **Commercial Lease Rent Review.**
The CEO updated the Management Committee on the outcome of the commercial lease rent review, effective from 30th January 2023. *Noted*

SUPPLEMENTARY CEO REPORT

- 1) **EVH Full Members' Consultation.**
The Committee discussed noted the consultation document from EVH. The Mental Health First Aid Consultation and Shared Parental Pay Consultation questions were both agreed. The CEO will report back to EVH. *Noted and officers to progress.*
- 2) **Health and Safety / Landlord Facilities Health and Safety.**
The CEO discussed the desktop review of our Fire Risk Assessments and the Committee agreed that the CEO should progress with the recommendation. *Agreed and officers to progress*
- 3) **Edinburgh College of Art Capital Project.**
The Committee discussed the Information event regarding the development of Edinburgh Art College. *Noted*

15 MEMBERSHIP

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

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

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

Member no.	Address	Reason	Cancellation date
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None

15 COMMUNITY ISSUES

There were no community issues.

16 ANY OTHER BUSINESS

There was no any other business.

The meeting closed at 20.15pm.