

LISTER HOUSING CO-OPERATIVE LTD

**Minutes of the Management Committee Meeting held on Tuesday 30 May 2023 at 6.30pm
(held face-to-face & virtually using Google Meet)**

Committee Members present: **F-to-F:** L Alexander, A McDonald, J L Addams, S Baxter, M Midgley, J McCuaig, J Renton.

Online: L Bald, J Dydak, J Leith,.

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

Online: F Dodds (Housing Assistant)

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 were apologies from C Goodwin and C Littlewood. No one affected under Rule 41.3 (attendance clause in Rules).	<i>Noted</i>
3 DECLARATION OF INTERESTS There were declarations of interest from L Bald in relation to item 2 in the CEO report, and J Leith in relation to item 1 in the CEO Supplementary report, which it was agreed meant that they could take no part in the discussion of these items, and any associated decision-making.	<i>Noted</i>
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 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 ANNUAL RETURN ON CHARTER (ARC) TO THE SHR FOR 2022-23	

	The CEO discussed the results in the report, describing various matters. The Committee approved for the ARC to be submitted to the SHR.	<i>Approved</i>
9	CHARTER, SERVICE STANDARDS AND TARGETS – REPORT 2022-23	
	The CEO spoke to the report. With regard to repairs timescales a query was raised in relation to why urgent repairs particularly were lower than target, and whether there was any specific trend or factor which might be relevant here. The CEO advised that officers would conduct some further analysis on this point and report back. The report was noted.	<i>Noted</i>
10	EQUALITIES REPORT 2022-23	
	The CEO spoke to the report, which was considered and noted.	<i>Noted</i>
11	FIVE YEAR FINANCIAL PROJECTIONS	
	The CEO discussed. A query was raised in relation to the nature of the loan interest of £1000, since Lister has no loans, and the CEO advised that officers would clarify this point. The Committee agreed the 5-year financial projections for submission to the SHR will find out what that is.	<i>Approved</i>
12	QUARTERLY MAINTENANCE STATISTICS 4th QUARTER JAN-MAR 2022-23	
	The CEO spoke to the report, and the Committee noted the results for the quarter ended 31 March 2023.	<i>Noted</i>
13	MAINTENANCE BUDGET OUT-TURN 2022-23	
	The report was noted	<i>Noted</i>
14	HOUSING OFFICER'S REPORT	
	1) Arrears. April arrears were £32359.84 an increase of £3761.79 compared to March 2023.	<i>Noted</i>
	Former Tenant Arrears. There was no change to the FTAs owing.	<i>Noted</i>
	2) Individual arrears. These were outlined in detail by the HO. The Committee agreed with the recommended actions and noted the other cases.	<i>Noted and actions approved</i>
	3) Void. There were three void properties in April.	<i>Noted</i>
	4) Allocations. There were no re-lets in April.	<i>Noted</i>
	5) Overdue gas services. There were no overdue services since the previous meeting.	<i>Noted</i>
13	CEO REPORT	

- 1) **Health and Safety / Landlord Facilities Health and Safety.**
The CEO noted the comments from ACS in relation to the proposed asbestos survey, and following discussion the Committee agreed that this matter should in the first instance be progressed by the instruction of a representative sample (7 surveys). Officers to progress. *Approved*

- 2) **Proposed Allocation to Management Committee Member.**
It was proposed that a member of the Management Committee transfer to another Lister property, and following consideration in accordance with section 13 of the Allocations Policy, the Management Committee agreed to the proposed transfer. *Approved*

- 3) **Filming at Lister and Proposed Donation.**
Regarding the filming which took place on 16th May at Lister, it was proposed by the film company that it would make a £500 donation to Lister. The Committee discussed and approved the receipt of the proposed donation. *Approved*

- 4) **Insurance Renewal 2023-24.**
The CEO outlined the process and position in relation to the renewal of insurance cover, noting that by far the most competitive price received had come from Zurich. The CEO noted further the different options which Zurich had provided in relation to reduced premium for increased Excess, with quotes based on both a £5,000 and £10,000 Excess provided. Following discussion, and given Lister's generally favourable claims history, the Management Committee agreed to renew insurance with Zurich, based on a £10,000 excess. *Approved*

- 5) **Internal Audit 2023.**
It has been agreed to progress an audit this year in relation to our voids and allocations processes. The CEO will update the Committee when a date has been agreed. *Noted*

- 6) **Kitchen Programme Update.**
The CEO noted that, following further discussions with the kitchen supplier, the Main Site Kitchen programme was now back up and running, albeit with a few minor changes to the mechanics for delivery of the programme. *Noted*

- 7) **Energy Advice Service.**
Noted that Kenny McKaig, an experienced Energy Advice Advisor has recently been appointed. *Noted*

FURTHER CEO REPORT TO THE MANAGEMENT COMMITTEE MEETING OF 30 MAY 2023

- 1) **Update on 12 Keir Street.**

The CEO noted that F3 surveyors have provided an interim report, which remains subject to further input by structural engineers. Following the review and report by structural engineers, the surveyors will give an assessment of potential budget costs for undertaking repairs both internally and externally. The CEO will keep the Management Committee updated on progress with this.

Noted

2) **Gardens Update.**

The plan for upkeep of the Lister gardens was discussed. Agreed that the CEO would discuss a plan for the gardens' maintenance over coming months with the Gardener and would share the plan with the Committee at the June Management Committee Meeting.

Noted

14 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:

Member no.	Address	Reason	Cancellation date
108	Keir Street	Left Co-op	13.04.23

15 COMMUNITY ISSUES

There were no community issues.

16 ANY OTHER BUSINESS

There was no any other business.

The meeting closed at 20.08pm.