

**Minutes of the Management Committee Meeting held on Tuesday 27 June 2023 at 6.30 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.

Online: M Midgley

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

Online: F Dodds (Housing Assistant), A Ross (Harbour Homes)*, S Beattie (CT, Auditor)*

*Left the meeting at 7pm.

6.30 PM MAIN MEETING

ITEM	DECISION/ACTION
1 CONFIDENTIAL BUSINESS There was no confidential business.	
2 APOLOGIES FOR ABSENCE & RULE 41.3 ATTENDANCE There was an apology from S Baxter. No one affected under Rule 41.3 (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 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 MATTERS ARISING The CEO provided updates on two queries which had been raised at the previous meeting. Firstly, in relation to a query as to whether there were any particular trends with regard to urgent maintenance job delays, the CEO noted that the majority of these were caused by access issues. The CEO noted further that this was an area that officers would be focussing on during the coming year. The second query related to the nature of the loan interest of £1000 in the Five Year Financial Plan. The CEO confirmed that this related a recalculation of the pension liability by the Pensions Trust.	<i>Noted</i>
7 OFFICE BEARERS' REPORT There was no Office-Bearers business to report.	<i>Noted</i>

Welcome to A Ross of Harbour Homes and S Beattie of Chiene+Tait.

8 MANAGEMENT ACCOUNTS 2022-23

A Ross of Harbour Homes summarised the accounts which show a surplus for the year of £108,353 resulting in a positive variance of £98,382) against the budget. The reasons for the variance were noted. Committee approved the Management Accounts.

Committee approved the Mgmt Accounts

9 FINANCIAL STATEMENTS 2022-23 - FOR APPROVAL

S Beattie from CT 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 approved the Financial Statements

10 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 2023 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 matters of minor adjustment noted, and no matters of concern in the 'Management Letter' section, so no comments required from the Co-op, simply acknowledgement.

Approved Report. CEO to acknowledge

11 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.

12 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.

Approved actions

13 LOAN PORTFOLIO / TREASURY MANAGEMENT REVIEW

Committee noted the contents of the report. *Noted*

14 COMMITTEE – APPRAISALS AND EFFECTIVENESS

The CEO spoke to the report on Management Committee effectiveness, and in particular the submissions in relation to the mechanisms by which the Committee had evidenced its effectiveness during the year. As well as discussion on these the CEO set out the proposal for conducting this year's Annual Reviews. This was agreed. *Agreed*

15 HOUSING OFFICER'S REPORT

- 1) **Arrears.** May arrears were £31,824.58 a decrease of £535.26 compared to April 2023. *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 were three void properties in May. *Noted*
- 4) **Allocations.** There were 2 lets in May. *Noted*
- 5) **Overdue gas services.** There were no overdue services since the previous meeting. *Noted*

16 CEO REPORT

- 1) **Health and Safety / Landlord Facilities Heal and Safety.** ACS will be taking forward Asbestos Management Surveys in a sample of Lister Buildings, and the Management Committee will be kept updated on progress. *Noted*
- 2) **Co-operative Transfer.** The CEO noted that there were previous discussions regarding a potential transfer of funds to Lister from another co-operative, which was in the process of winding up its affairs. The CEO advised that the solicitors acting for the co-operative had indicated that the dissolution of the co-operative would progress; however, it would be at least 4/5 months until it has FCA consent, and an exact timetable could not be provided. *Noted*
- 3) **Gardens Update.** Following discussion at the previous meeting, the CEO spoke to the plan which had been put in place for the work in the gardens over the summer months. The CEO advised that updates on progress would be provided as delivery of the plan progressed. *Noted*

17 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:

Approved

Member no.	Address	Reason	Cancellation date
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848	Keir Street	Left Co-op	06.06.2023
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619	Heriot Place	Death	20.03.2023
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18 COMMUNITY ISSUES

There were no community issues identified.

19 ANY OTHER BUSINESS

There was no any other business.

The meeting closed at 19.30pm.