

LISTER HOUSING CO-OPERATIVE LTD

**Minutes of the Management Committee Meeting held on Tuesday 25 July 2023 at 6.30 pm
(held face-to-face & virtually using Google Meet)**

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

In attendance: J Rankin (CEO), F Dodds (Housing Assistant).
Online: M Stolarek (Housing Officer).

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 C Littlewood. 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 J McCuaig 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 There were no matters arising.	<i>Noted</i>
7 OFFICE BEARERS' REPORT There was no Office-Bearers business to report.	<i>Noted</i>
8 COMPLAINTS HANDLING PROCEDURE – STATS Q1 There was one complaint in quarter 1, which the CEO spoke to, and the terms of the report were noted.	<i>Noted</i>
9 H&S COMMITTEE REPORT AND ACTION PLANS – Q1	

The CEO outlined the Report and Action Plans. Noted that there has been a recommendation for emergency lighting in the stairs, replacing traditional lighting with LED lights. The Committee discussed, including the potential option of running a pilot in one stair, and the CEO will consider and report back with indicative costs.

Noted

10 ASSURANCE STATEMENT 2023 – FIRST REPORT

The CEO set out the proposed process in relation to this year's Assurance Statement, and summarised some of the key terms of the report which had been presented to today's meeting. The report was discussed and the position noted. Noted also that there will be further reports over the next three months.

Noted

11 HOUSING OFFICER'S REPORT

1) **Arrears.** June arrears were £32,200.79 an increase of £376.21 compared to May 2023.

Noted

Former Tenant Arrears. There was slight decrease 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) **Voids.** There were Four void properties in June.

Noted

4) **Allocations.** There were 2 lets in June.

Noted

5) **Overdue gas services.** There were no overdue services since the previous meeting.

Noted

16 CEO REPORT

1) **Health and Safety / Landlord Facilities Health and Safety.** Covered in a separate report.

Noted

2) **AGM Planning.** The CEO updated on arrangements to date in relation to the AGM and noted that in terms of the Rules, it is necessary for at least one third of the Management Committee members to retire. The CEO noted further that those Management Committee members who were identified as requiring to retire this year were affected by the 'Nine Year Rule' and that the Chair would discuss this aspect with them during this year's upcoming annual reviews, and would report back on this at the August Management Committee meeting. The Committee also discussed taking this opportunity to seek input or suggestions from tenants in relation to supporting tenant engagement, and agreed that this should be highlighted to tenants at the same time as sending out relevant communications in relation the AGM.

Noted and officers to progress

- 3) **Pension ‘Debt-On-Withdrawal’ Figure and Valuation Outcome.** The CEO spoke of the ‘Debt-on-withdrawal’ figure which showed a decrease of almost 50% compared to the previous year’s figure. *Noted*
- 4) **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. Noted further that after high winds recently it was necessary to ask the tree surgeons to remove a large branch from one of the trees outside 38-40 Lauriston Place, which had come away from the tree. The Committee will consider further pruning/ maintenance work in the near future, and in the meantime officers will take forward a tree survey in order that this can be considered/ planned in. *Noted*

17 MEMBERSHIP

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

Member no.	Address	Approval date	Date of start of membership
953	Keir Street	05.06.23	08.06.23

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

Member no.	Address	Reason	Cancellation date
None			

18 COMMUNITY ISSUES

A Management Committee member enquired about the previously reported subsidence issues to the tenement at 12 Keir Street. The CEO noted that a draft of the relevant report had been received subsequent to papers being issued for today’s meeting, and that the report would be reviewed and an update would be provided to next month’s meeting.

19 ANY OTHER BUSINESS

There was no any other business.

The meeting closed at 19.10pm.