

LISTER HOUSING CO-OPERATIVE LTD

**Minutes of the Management Committee Meeting held on Tuesday 29 August 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, C Littlewood, C Goodwin.

Online: J Leith.

In attendance: J Rankin (CEO), M Stolarek (Housing Officer) 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 41.3 ATTENDANCE There was an apology from L Bald. No one affected under Rule 41.3 (attendance clause in Rules).	<i>Noted</i>
3 DECLARATION OF INTERESTS J McCuaig declared an interest in item 12 on the agenda, as she was a neighbour of the building that was the subject of the report. J L Addams, J McCuaig, J Renton, and C Littlewood, declared an interest in item 13 on the agenda, as they were Management Committee members affected by the 9 year rule. It was agreed that affected Management Committee members would take no part in relevant discussions.	
4 TOPICS FOR ANY OTHER BUSINESS There was one item to be raised as AOB.	
5 MINUTES OF THE PREVIOUS MEETING J L Addams proposed, seconded by A McDonald, 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 QUARTERLY ACCOUNTS – Q1

A. Ross from Harbour Homes presented the Finance Report and Management Accounts for the first quarter to 30 June 2023. The Co-operative returned a surplus of £85,890 resulting in a positive variance of £63,874. This was due to the income being £886 less and expenditure being £64,760 less than budget.

Following discussion, the Committee approved the management accounts for the quarter to 30 June 2022.

A Ross noted that the Management Committee had previously agreed that a re-forecast should take place this year. The CEO advised that officers would take this forward with the team at Harbour.

A Ross was thanked and left the meeting after this item.

*Approved and
officers to progress*

9 ASSURANCE STATEMENT 2023 – SECOND REPORT

The CEO outlined the Report, highlighting in particular developments in the last year, such as the work on Health and Safety Management, and the adoption of the most recent version of the Model Rules, which supports governance systems. The report was noted and approved.

Approved

10 MAINTENANCE QUARTERLY STATS – Q1

The CEO highlighted the key terms of the report, noting that response times were generally above target, satisfaction levels were high, and repairs and works were under budget.

The Management Committee noted that the response times for urgent repairs were the only ones which were below target. These had been analysed by officers, and in the majority of cases where the target was not met this was either due to an agreement with the tenant for access to be delayed, or there were other issues with the contractors gaining access. The CEO advised that this was an area that officers would continue to monitor.

Noted

11 KEIR STREET REPORT

The CEO spoke to the report which had been provided to this meeting, to the key recommendations which had been made in the report, and which officers proposed taking forward. A question was asked as to the feedback which tenants had provided to the surveyors who prepared the report, in relation to whether there were any ongoing or recent issues with cracks or movement, and the CEO advised that, whilst officers did not believe that there had been any particular issues raised, he would ask the question of surveyors.

Following further discussion and consideration of the report, the Management Committee agreed to progress with the actions which had been proposed by officers, and also asked officers to

consider the relevant timeline associated with these works, and to keep the Management Committee updated on progress at each Management Committee meeting.

Approved and officers to progress

12 HOUSING OFFICER'S REPORT

1) **Arrears.** July arrears were £32,504.70 an increase of £303.91 compared to June 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 July.

Noted

4) **Allocations.** There were no lets in July.

Noted

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

Noted

13 CEO REPORT

1) **Health and Safety / Landlord Facilities Health and Safety.** No updates this month following last month's quarterly report.

Noted

2) **Management Committee Annual Reviews/ AGM Planning.** The CEO noted that all Management Committee annual reviews had now been completed, and the Chair updated on outputs from the reviews. The Chair noted that the Committee was keen to consider further training opportunities, including equalities training. The CEO noted in this regard that he had previously contacted the training officer at Harbour Homes with a view to arranging this training for the Management Committee, and he would follow-up again with the training officer, and in the event that it was not possible to arrange the training via Harbour, he would consider alternative providers.

In relation to those Management Committee members who would be retiring at the next AGM, and who were affected by the 'Nine Year Rule', the Chair advised that this aspect had been considered during their annual reviews, and she was satisfied that that they were able to demonstrate their continued effectiveness as Management Committee members. It was noted that each of the 4 affected Management Committee members intended to seek re-election at the upcoming AGM, and following consideration the Management Committee confirmed that it was in agreement with the Chair's conclusion.

In relation to the AGM it was proposed that the banner which had recently been created by the Lister Crafts Group for the West Port Garden, could be displayed at the AGM, and the Management Committee agreed that this should be taken forward.

Separately, this being the last Management Committee meeting before the Annual General Meeting, the Secretary confirmed that Rules 59-64 had been complied with.

Approved and officers to progress as necessary

- 3) **Gardens update.** The CEO updated on progress in relation to the plan which had been put in place for the work in the gardens, and noted that he was linking in with the gardener on a daily basis to discuss its delivery.

The CEO also updated on the plans for the trees on site, as discussed at the last 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:

Approved

Member no.	Address	Reason	Cancellation date
763	Lauriston Place	Death	19.07.23

15 COMMUNITY ISSUES

A Management Committee member advised that they had recently attended the funeral of a former Lister tenant who had been much-involved with the work of the Committee. It was suggested that it might be worth making mention of this in the next newsletter, and this was agreed.

Officers to progress

16 ANY OTHER BUSINESS

A query was raised in relation to people attaching bikes to railings outside Lister properties as there had recently been some broken railings. It was agreed that a notice should be put into the next newsletter asking tenants not to do this.

Separately a query was raised in relation to potential for bike hangars to be installed near Lister sites, as these had been put in recently in the local area. The CEO advised that officers would enquire as to the process for requesting these.

Officers to progress

The meeting closed at 19.50