

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 26 September 2023 at 6.30pm (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, C Goodwin, J Renton.

Online: L Bald, S Baxter, J McCuaig.

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

7.30 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 J Leith. 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 was one item noted to be raised as AOB.	<i>Noted</i>
5 MINUTES OF THE PREVIOUS MEETING J-L Addams proposed, seconded by J Renton, 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 RE-AFFIRMATION FOR EXISTING MANAGEMENT COMMITTEE MEMBERS The CEO explained that Rule 39 sets out the circumstances under which a committee member cannot be appointed or elected. If anyone is affected, they must declare it. No one stated they were affected.	<i>No members said they were ineligible</i>

The CEO also noted that the annual Declaration of Interests form will be distributed to all Management Committee members for completion and return, in order to confirm that they will abide by the Code of Conduct for Management Committee members, and the Entitlements, Payments & Benefits policy.

9 LISTER EPB POLICY - LIST OF CONTRACTORS, ETC. FOR 2023-24 YEAR

The updated list of contractors and service providers (which Committee members and Staff are prohibited from using) was reviewed, noted and approved. Also noted that officers planned to take forward work on tendering in relation to key contracts.

Approved

10 ELECTION OF OFFICE-BEARERS

Chair – L Alexander was nominated by J Renton and seconded by A McDonald. There were no other nominations, so L Alexander was elected Chair.

*Agreed
signatory*

Treasurer - A McDonald was nominated by J L Addams and seconded by C Littlewood. There were no other nominations so A McDonald was re-elected Treasurer.

Secretary – J McCuaig was nominated by L Alexander and seconded by A McDonald. There were no other nominations so J McCuaig was elected Secretary. The Chair noted that S Baxter would be happy to take on this role in the future, and it is proposed that she will shadow J McCuaig this year.

*Office bearers
elected.*

Noted that these three Office Bearers are authorised to use the Seal and sign paperwork for the co-operative.

*Authorised for
use of seal and
to sign.*

11 REVIEW OF MANAGEMENT COMMITTEE GOALS

Committee reviewed the draft Management Committee goals which had been presented for consideration. Following discussion, the Management Committee approved the goals for 2023-2024.

Approved

12 SHR ASSURANCE STATEMENT 2023 – REPORT NO. 3

Committee reviewed the report, noting that the focus of this report was on compliance with the standards of governance and financial management, and following discussion and consideration, the report was approved.

Approved

13 HOUSING OFFICER'S REPORT

1) **Arrears.** August arrears were £34694.35 an increase of £2189.65 compared to July 2023.

Noted

Former Tenant Arrears. There was no difference 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.** four properties were void in August. *Noted*
- 4) **Allocations.** There was one re-let in August. *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.**
This year, Lister are required to conduct electrical safety inspection checks in our New Site properties. The programme is well underway, and it is anticipated that all checks will be completed within timescales. Further progress updates will be provided to the Committee. *Noted*
- 2) **EVH Consultation on 2024 Salary Award.**
Officers withdrew for discussion of this item. Following discussion by the Management Committee the decision was taken that the Management Committee would provide feedback in relation to this consultation, and the Chair would liaise with the CEO in order that this feedback could be provided on behalf of the Management Committee. Officers re-joined the meeting following discussion of this item. *Approved and officers to progress*
- 3) **12 Keir Street Update.**
The CEO summarised the positive progress which had been made since last month's meeting, and updated on next steps. The Management Committee noted the update. *Noted*
- 4) **Gardens Update.**
The CEO noted that whilst the Gardener was progressing his work plan it should also be noted that 2 Lister tenants had recently been working hard in the Main Site Garden. The difference that they had made was acknowledged with thanks by the Management Committee. Agreed that the tenants' contribution should be acknowledged in the next Newsletter, and that in the Spring Newsletter tenants should be invited to consider joining a Gardens Sub Group. *Noted and officers to progress*
- 15 MEMBERSHIP
- 1) **Applications.** Committee noted the following application had been approved. *Noted*

Member no.	Address	Approval date	Date of start of membership
954	Lauriston Place		03.08.23
955	Heriot Place		21.08.23

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

Member no.	Address	Reason	Cancellation date
157	Lauriston Place	Death	16.08.23
855	Lauriston Place	Left Co-op	03.08.23
441	Lauriston Place	Left Co-op	09.08.23

16 COMPOSITION OF SUB GROUPS

The Management Committee reviewed the composition of sub groups and agreed that the only changes which should be made for 23-34 would relate to removal of the Management Committee member who had retired and also to reflect as necessary the change in Secretary.

Approved

17 COMMUNITY ISSUES

A question was raised in relation to the management of vermin such as mice and rats in Lister properties, and at what point the Management Committee should be made aware of these. There was general discussion on this point, and noted that given Lister's city centre location such reports were not uncommon, and would generally be dealt with by officers. Noted that perhaps in the event that an entire stair or tenement was experiencing an issue the Committee should be made aware.

A separate and related question was raised in relation to Lister contractors making holes in walls eg to run pipes/ utilities, and what fire-proofing measures they were implementing at that time. Officers agreed to take this question forward with core Lister contractors.

Noted and officers to progress

18 ANY OTHER BUSINESS

None.

The meeting closed at 7.35pm.