

**MINUTES of the ANNUAL GENERAL MEETING of
LISTER HOUSING CO-OPERATIVE LTD held at Lauriston Halls at
28 Lauriston Street, Edinburgh on Wednesday 20 September 2023 at 7.30 pm**

Members present: 31 (names available on request)

Non-members present: A Ross, Harbour Homes;
S Beattie, CT LLP (formerly Chiene+Tait), Auditor.

Staff in attendance: J Rankin, M Stolarek, E Coutts, F Dodds.

1 CHAIRPERSON'S INTRODUCTORY REMARKS

L Alexander welcomed members and guests to the Annual General Meeting of Lister Housing Co-operative Ltd, noting that the meeting was quorate.

2 APOLOGIES FOR ABSENCE

Apologies were received from 5 members (names available on request).

3 PROXY FORM REGISTERED IN ADVANCE (SEVEN)

7 members registered proxies in advance (names available on request).

4 MINUTES OF THE ANNUAL GENERAL MEETING HELD ON WEDNESDAY 21 SEPTEMBER 2022.

J McCuaig proposed, seconded by A Keegan, that the minutes of the previous Annual General Meeting be adopted as a true record.

There were no objections and the minutes of the meeting were accepted.

5 MINUTES OF THE SPECIAL GENERAL MEETING HELD ON WEDNESDAY 21 SEPTEMBER 2022.

J-L Addams proposed, seconded by A McDonald, that the minutes of the Special General Meeting be adopted as a true record.

There were no objections and the minutes of the meeting were accepted.

6 AUDITOR'S REPORT AND RECEIVING OF THE FINANCIAL STATEMENTS FOR YEAR ENDING 31 MARCH 2023

A Ross of Harbour Homes explained that the Financial Statements, as approved by the Management Committee at its meeting on 27 June 2023, show an operating surplus of £128,053, with a total surplus before transfers for the year of £101,466. The Co-op continues to be in a good financial position.

The Auditor's Annual Report on the Financial Statements for the year ended 31 March 2023 had been prepared by J Chittlewood, Partner of CT. These Financial Statements include the statements of Committee Members' Responsibilities and Internal Financial Controls.

L Alexander thanked A Ross, and asked if there were any questions on the Financial Statements, and there were none. She then asked the membership to receive the Financial Statements, including the Auditor's Report.

This was proposed by J McCuaig and seconded by A McDonald.

There were no objections. The meeting approved the receiving of the Statements.

7 APPOINTMENT OF AUDITOR

The resolution was put to re-appoint CT, 61 Dublin Street, Edinburgh, EH3 6NL, as external auditor to Lister Housing Co-operative Ltd for the financial year 2023-24.

This was proposed by J Leith and seconded by A McDonald.

There were no objections and the appointment was confirmed.

8 CHAIRPERSON'S REPORT

L Alexander thanked members for attending this evening and reviewed some of the events and achievements during the last year:

- a. **Activities in 2022-23.** During 2022-23 it was back to 'business as usual', after the impact during the early years of the Covid-19 Pandemic, although the impacts associated with the Pandemic were replaced by new challenges associated with the Cost of Living crisis. We were therefore very pleased during 2022-23 to secure funding from the Scottish Government Social Housing Fuel Support fund, which meant that we were able to offer direct financial support to all Lister Households.

Against the backdrop of the Cost of Living crisis, it was also positive to have feedback from our tenants, via our 3 yearly tenant survey, that the vast majority of those who responded (96.55%) think that Lister's rent represents good value for money.

During this period our staff and contractors were able to continue to deliver key services such as repairs, as well of course as maintaining access to the staff team, and to the office for our tenants.

We continued to deliver on key targets in relation to legal compliance requirements, such as ensuring that our gas safety and whole house electrical checks were completed in a timely manner. We also undertook works such as installation of gas central heating and insulation in certain of our properties which were identified as needing further work, via energy performance assessments.

Although it was impacted by temporary supply issues which we were thankfully able to resolve, we were able to continue to make progress with the delivery of our Main Site kitchen programme, and those tenants who had kitchens fitted during this period benefitted from all the hard work that had gone into the preparation for the programme, including in relation to the specification and design. The kitchens that were fitted were generally very well-received, with high levels of satisfaction, and we are pleased that our offering in relation to the kitchen programme included a range of options which compares very favourably with other providers in the sector.

Finally, our Crafts Group, which is composed of a small group of Lister tenants, created a beautiful banner on behalf of our neighbours at the West Port (Geddes) Community Garden. The Chair thanked the Crafts Group for its hard work in producing this banner.

- b. **Allocations Update.** As in previous years we continued to have a reasonable number of vacant flats become available. These vacancies provide an opportunity to assist a number of people, they allow transfers within Lister and provide new homes to people through EdIndex. The value of these vacancies, and a sensitive letting policy, allow us to move forward as new people establish homes within Lister, and also to retain the community by providing internal moves to those needing more suitable accommodation.
- c. **Garden News.** During 2022-23 our Gardener continued to apply his knowledge and focus on maintaining and improving the Lister gardens, whilst wherever possible using sustainable and ecologically friendly practices. In August 2022 we once again worked in collaboration with our neighbours at the Book Festival, to receive plants from them at the end of the Festival, which would otherwise have been thrown away. The Chair thanked the Book Festival for its generosity, and also for the efforts of Management Committee member Jennie Renton in working with the Book Festival to arrange this.
- d. **Organisation News.** This year marked the first full year in post for our CEO, John Rankin, who benefitted since coming into post from the support of a stable and knowledgeable staff team, as well as a well-established and engaged Management Committee, which meant continuity of service for our tenants, whilst meeting the expectations of our regulators and auditors.

From a Management Committee perspective, during the 2022-23 period there was one resignation, Detelina Todorova, and otherwise there were no further changes in Management Committee Membership. As well as leading our work through its regular meetings, the Management Committee also undertook training during this period in relation to areas including Finance, Data Protection, and the Code of Conduct for Management Committee members.

- e. **New Members** of the co-op were welcomed. There were several vacancies during the year and was as always positive to see new households coming into Lister.
- f. **The Chair thanked** her co-committee members and staff for their hard work all year round.

9 ELECTION OF MEMBERS TO THE MANAGEMENT COMMITTEE

There were 8 vacant places on the Management Committee. Four existing committee members were re-standing for election and there were no new candidates. As there were more places vacant than candidates standing or re-standing, all persons were elected to the Management Committee without the need for a vote.

New candidates standing:
None

Existing members re-standing:
J-L Addams
C Littlewood
J McCuaig
J Renton

The following existing Committee members continue on the Committee for another year:

L Alexander
S Baxter
C Goodwin
L Bald
A McDonald
J Leith
J Dydak

10 CLOSE OF FORMAL BUSINESS

The meeting ended at 8.00 pm

--- for information only ---

INFORMATION NOTE ON RAFFLE - CONDUCTED LATER IN THE EVENING
Bottles of wine, boxes of chocolates, and biscuits were won by 11 members (names available on request)
