

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 30 April 2024 at 7.00pm

Committee Members present: L Alexander, A McDonald, J McCuaig, J L Addams, L Bald, S Baxter, J Dydak, C Goodwin, C Littlewood,

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

7.00 PM MAIN MEETING

| ITEM | DECISION/ACTION |
|---|-----------------|
| 1 CONFIDENTIAL BUSINESS There was no confidential business. | |
| 2 APOLOGIES FOR ABSENCE & RULE 40.3 ATTENDANCE There were apologies from J Leith and J Renton. No one affected under Rule 41.3 (attendance clause in Rules, formerly Rule 40.3). | <i>Noted</i> |
| 3 DECLARATION OF INTERESTS There were no declarations of interest. | <i>Noted</i> |
| 4 TOPICS FOR ANY OTHER BUSINESS There was one item to be raised as AOB. | <i>Noted</i> |
| 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. | |
| 7 OFFICE BEARERS' REPORT There was no Office-Bearers' business to report. | |
| 8 REGISTERS – SIGNING OFF 2022-23 FINANCIAL YEAR The CEO spoke to the report on the registers which had been presented to the meeting. Following review, the Committee noted the contents of the report and approved the Chair to sign relevant registers where appropriate. | <i>Approved</i> |
| 9 RECHARGE REPAIR, FORMER TENANT ARREARS AND BAD DEBT WRITE OFFS | |

- Committee noted the report which showed (a) outstanding recharge repair costs of £3443.88 (b) an increase of £1,229.83 in FT Arrears with £452.76 received and (c) There were no bad debt write offs in the financial year. *Noted*
- 10 COMPLAINTS HANDLING PROCEDURE- Q4 STATS
- Committee noted the report and statistics for Quarter 4, January to March 2023-24 which showed complaints received and responded to during this period, as well as relevant learning from complaints. *Noted*
- 11 AUDIT PLAN AND TIMETABLE
- The CEO spoke to the audit plan, noting the slightly earlier timescale for this year's fieldwork, as well as the timetable for completion. Committee noted the audit plane and timetable. *Noted*
- 12 HOUSING OFFICER'S REPORT
- 1) **Arrears.** March arrears were £37,260.33 an increase of £185.64 compared to February 2024. *Noted*
- Former Tenant Arrears.** There was an increase of £501.76 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 five void properties in March. *Noted*
- 4) **Allocations.** There was one re-let in March. *Noted*
- 5) **Overdue gas services.** There were no overdue services since the previous meeting. *Noted*
- 13 CEO REPORT
- 1) **Outcome of EVH Consultation on Pay Negotiations.**
The CEO spoke to the outcome of the recent consultation on EVH pay negotiations which had been approved. *Noted*
- 2) **Health and Safety / Landlord Facilities Health and Safety.**
The Health and Safety report for this quarter will be issued to the May meeting. *Noted*
- 3) **Insurance Renewal.**
The CEO spoke to the insurance renewal, noting that as requested by insurers, a valuation of 25% of Lister's stock had been conducted by surveyors which showed an average uplift of 35% on reinstatement values. The CEO noted that insurers had therefore requested that, where a valuation had not been conducted on a specific property, *Noted*

an uplift of 35% be applied this year. Noted, and the Management Committee to be kept updated on progress.

- 4) **Keir Street Update.**
Monitoring works are continuing, and otherwise there is no further update to provide this month. *Noted*

- 5) **Gardens Update.**
The CEO spoke of the outcome of the Management Committee's vote on trees for Lauriston Place. There was a slight preference for Silver Birch, Acer Palmatum Atropurpureum and Liquidambar styraciflua. The CEO will check with Lord of the Trees in relation to the proposal to include silver birch, as this was not on the original list supplied, and report back to Committee. *Noted*

- 6) **Changeworks Energy Efficiency Baseline Report.**
The CEO advised that the Changeworks' finalised report has recently come to hand, and would be presented to the May Management Committee meeting. *Noted*

- 7) **Housing Perks.**
Following discussion at last month's Management Committee meeting regarding housing perks, the CEO was able to provide answers to the questions asked and a list of shops taking part in the scheme. The Committee agreed that Lister should participate in this scheme, and that the CEO should take this forward. *Noted and agreed*

14 MEMBERSHIP

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

| Member no. | Address | Approval date | Date of start of membership |
|-------------------|-----------------|----------------------|------------------------------------|
| 959 | Keir Street | 05.03.24 | 01.03.24 |
| 960 | Lauriston Place | 26.01.24 | 15.03.24 |

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

| Member no. | Address | Reason | Cancellation date |
|-------------------|-----------------|---------------|--------------------------|
| 156 | Lauriston Place | Left Co-op | 13.03.24 |

15 COMMUNITY ISSUES

There were no community issues.

16 ANY OTHER BUSINESS

An enquiry was raised about glass recycling and why there was none on the Lister sites. The reason is thought to be noise and noted that the closest glass recycling is on Lauriston Street.

The meeting closed at 19.40pm.