

LISTER HOUSING CO-OPERATIVE LTD

**Minutes of the Management Committee Meeting held on Tuesday 28 May 2024 at 6.30pm
(held face-to-face & virtually using Google Meet)**

Committee Members present: **F-to-F:** L Alexander, A McDonald, J McCuaig, J L Addams, L Bald, S Baxter, J Dydak, C Goodwin, C Littlewood.

Online: J Leith.

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

6.30 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 Renton. No one affected under Rule 41.3 (attendance clause in Rules).	<i>Noted</i>
3 DECLARATION OF INTERESTS There were no declarations of interest.	<i>Noted</i>
4 TOPICS FOR ANY OTHER BUSINESS There were no items to be raised as AOB.	<i>Noted</i>
5 MINUTES OF THE PREVIOUS MEETING J L Addams proposed, seconded by C Goodwin, 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 ANNUAL RETURN ON CHARTER (ARC) TO THE SHR FOR 2023-24 The CEO discussed the results in the report, highlighting relevant points to note. Following review the Committee approved for the ARC to be submitted to the SHR.	<i>Approved</i>
9 FIVE YEAR FINANCIAL PROJECTIONS	

- The CEO discussed and following review the Committee agreed the 5-year financial projections for submission to the SHR. *Approved*
- 10 H&S COMMITTEE REPORT AND ACTION PLAN
- The CEO spoke to the report and action plan, highlighting key updates such as EICR reports, and tank inspections, and noting also that there had been a strong focus on training during the period, including on setting up the Management Committee's refresher training. Following discussion, the Committee noted the terms of the report and action plans. *Noted*
- 11 CHANGEWORKS BASELINING REPORT
- The CEO spoke to the report, noting the 2 key issues of working towards the SHNZS standards and also meeting the Scottish Government's Net Zero standard by 2045.
- The CEO noted that the report was helpful in relation to identifying potential measures in relation to SHNZS, and noted further in relation to Net Zero that there were still factors external to Lister which required to be progressed or clarified, such as the feasibility or otherwise of a Old Town and Southside heat network serving the area, which the City of Edinburgh Council was about to conduct a feasibility study in relation to.
- Following discussion of the report the Management Committee agreed that officers should progress the report's findings in relation to SHNZS measures, and that at this time a monitoring approach might be helpful in relation to potential measures in relation to Net Zero. The CEO will keep the Committee informed on progress. *Noted*
- 12 QUARTERLY MAINTENANCE STATISTICS 4th QUARTER JAN-MAR 2023-24
- The CEO spoke to the report, and the Committee noted the results for the quarter ended 31 March 2024. *Noted*
- 13 MAINTENANCE BUDGET OUT-TURN 2023-24
- The report was noted. *Noted*
- 14 HOUSING OFFICER'S REPORT
- 1) **Arrears.** April arrears were £37,887.51 an increase of £627.18 compared to March 2024. *Noted*
- Former Tenant Arrears.** There was no change 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 April. *Noted*
- 4) **Allocations.** There were two re-lets in April. *Noted*
- 5) **Overdue gas services.** There were no overdue services since the previous meeting. *Noted*

13 CEO REPORT

- 1) **Main Site Kitchen Programme.**
The kitchen programme is drawing to a conclusion. Lister has contacted the tenants who have not yet confirmed that they wish to participate. The Management Committee suggested having a snagging check with timescales for completion and the CEO will progress. *Noted*
- 2) **Health and Safety/ Landlord Facilities Health and Safety.**
The quarterly report has been provided to the meeting, as a separate agenda item. *Noted*
- 3) **Insurance Renewal.**
The CEO reported the insurance costs for 2024-25, noting that notwithstanding the uplift in reinstatement values following surveyor valuations this year, overall the rate increase had been limited to 2.59% which was very positive. *Noted*
- 4) **Keir Street Update.**
There only update on Keir Street was that monitoring was ongoing. *Noted*
- 5) **Gardens Update.**
Noted that the proposed trees for Lauriston Place front gardens (Silver Birch, Liquidamber Styraciflua and Acer Palmatum Atropurpureum) have been approved by the tree surgeons. The Management Committee agreed that the next step would be to confirm the proposed sitings of the new trees within gardens then consult with affected tenants, sharing the 3 proposed trees, and a visual representation. *Noted*
- 6) **Heriot Place Windows.**
Noted that CRB Joinery have been appointed for the window replacement programme on Heriot Place and have started to contact affected tenants to take this work forward. *Noted*
- 7) **External Painting contract.**
The tender exercise in relation to the external painting contract is almost concluded and the CEO will update the Management Committee in early course. *Noted*

14 MEMBERSHIP

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

Member no.	Address	Approval date	Date of start of membership
961	Heriot Place	18.03.24	03.04.24
962	Archibald Place	12.04.24	12.04.24
963	Heriot Place	29.04.24	29.04.24

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

Member no.	Address	Reason	Cancellation date
831	Archibald Place	Left Co-op	07.04.24

15 COMMUNITY ISSUES

The issue of the current condition of the garden was raised. It was suggested that, in support of the gardener, Lister could look at employing an external contractor on a short term basis to bring the garden to a more manageable state. The CEO will progress.

16 ANY OTHER BUSINESS

There was no other business.

The meeting closed at 19.40pm.