

LISTER HOUSING CO-OPERATIVE LTD

**Minutes of the Management Committee Meeting held on Tuesday 25 June 2023 at 6.30 pm
(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, J Dydak, C Goodwin, J Leith, C Littlewood, J Renton.

In attendance: J Rankin (CEO), F Dodds (Housing Assistant), A Ross (Harbour Homes)*
Online: S Beattie (CT, Auditor)* *Left the meeting at 7.06pm.

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 S Baxter.

No one affected under Rule 41.3 (attendance clause in Rules). *Noted*

3 DECLARATION OF INTERESTS

There were no declarations of interest.

4 TOPICS FOR ANY OTHER BUSINESS

There were no items to be raised as AOB.

5 MINUTES OF THE PREVIOUS MEETING

J McCuaig proposed, seconded by J-L Addams, that the minutes of the previous meeting be accepted as a true record, and this was agreed. *Approved*

6 MATTERS ARISING

There were no matters arising. *Noted*

7 OFFICE BEARERS' REPORT

There was no Office-Bearers business to report. *Noted*

Welcome to A Ross of Harbour Homes and S Beattie of Chiene+Tait.

8 MANAGEMENT ACCOUNTS 2023-24

A Ross of Harbour Homes summarised the accounts which show a surplus for the year of £72,413, with the forecast anticipating a surplus of £93,896). The net surplus was £26,366, after the accounting treatment of the pension remeasurement (46,047).

Following consideration, Committee approved the Management Accounts.

Approved

9 FINANCIAL STATEMENTS 2023-24 - FOR APPROVAL

S Beattie from CT outlined the Financial Statements. They depicted all the information contained in the Management Accounts as well as the Report of the Committee of Management, the Statement of Committee Responsibilities and the Statement of Internal Financial Controls.

Following review, Committee approved the Financial Statements.

Approved

10 AUDIT SUMMARY REPORT AND TECHNICAL GUIDANCE FROM CHIENE+TAIT, AUDITOR

1) **The Audit conclusion** stated that the Financial Statements give a true and fair view of the state of the Co-operative's affairs at 31 March 2024 and that they complied with relevant standards. Satisfactory assurances were gained on the risk areas identified at the planning stage.

2) **The respective responsibilities** of the Committee and the auditor were specified.

3) **Significant audit and accounting matters.** There were no matters of concern in the 'Management Letter' section, so no comments required from the Co-op, simply acknowledgement.

*Approved
Report. CEO
to
acknowledge*

11 LETTER OF REPRESENTATION FROM LISTER TO CHIENE+TAIT – DRAFT FOR APPROVAL

It was explained that this is the Committee's confirmation to the auditor that it has fulfilled its responsibilities and provided all necessary information including from the year-end date until today.

*Approved for
the Chair to
sign*

A Ross and S Beattie left the meeting.

12 REVIEW OF AUDIT ACTIVITY inc. REVIEW OF EXTERNAL AUDITORS

Committee approved the report which included continuing the contract with Chiene+Tait as auditor for the coming year.

*Approved
actions*

13 LOAN PORTFOLIO / TREASURY MANAGEMENT REVIEW

Committee noted the contents of the report.

Noted

14 COMMITTEE – ANNUAL REVIEWS AND EFFECTIVENESS

The CEO spoke to the report which had been submitted, and following consideration of the comments in relation to Committee

effectiveness, the plans for this year's Committee Annual Reviews were agreed, with the CEO and Chair to progress.

Agreed and reviews to progress

15 POSSIBLE MEMBERSHIP OF CO-OPERATIVES UK

Following on from previous discussions, the CEO provided a list of relevant web links to the Management Committee. To allow the Committee more time to research this matter, it was agreed that this item would be added to the agenda for the July Management Committee meeting when there will be a vote to decide on membership.

16 HOUSING OFFICER'S REPORT

- 1) **Arrears.** May arrears were £30119.20 a decrease of £7768.31 compared to April 2024. *Noted*
- Former Tenant Arrears.** There was an increase of £5365.61 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) **Void.** There were five void properties in May. *Noted*
- 4) **Allocations.** There was 1 let in May. *Noted*
- 5) **Overdue gas services.** There were no overdue services since the previous meeting. *Noted*

16 CEO REPORT

- 1) **Council Request in Relation to Homelessness in the City.** Following on from the request in November 2023, the CEO spoke to the further request from the City of Edinburgh Council in relation to continuing to prioritise homeless applicants. The Committee agreed that Lister would continue to advertise any new void properties as Starter properties for homeless priority. *Agreed*
- 2) **Health and Safety/ Landlord Facilities Health and Safety.** The only issue to highlight was that during this period ACS has undertaken the field work in relation to a further 7 asbestos surveys in Lister common areas. The survey findings will be reported in due course.
- 3) **Insurance Renewal.** By way of clarification, the CEO confirmed that the average premium rise of 2.59% for this year, was over and above the previously reported increase of 34% for buildings insurance, following the valuation exercise conducted this year. *Noted*
- 4) **Keir Street Update.** Monitoring works are continuing, and in terms of the tell tales, which indicate whether there has been movement, surveyors were recently able to access

and check on one set of tell tales, and found no further movement.

- 5) **Gardens Update.** Following on from the decision at the previous meeting, the CEO has been working to find a garden contractor who can assist with the gardens during the summer growing season. The CEO advised that a contractor had been identified, and that he anticipated that they would start on site in early course. *Noted*

- 6) **Event Permission Request – Main Site Garden.** The Management Committee previously agreed to grant permission for an event to pass through the Main Site garden in July 2024. The event organisers have since confirmed, with thanks, that they will no longer require to access the Main Site garden as part of their route, and so this event will not impact directly on Lister. *Noted*

- 7) **External Painting Contract.** The CEO advised that the successful bidder for the external painting contract is Bell Group Limited and that works will begin in early course. *Noted*

In terms of the colour options for doors, and potential choices of colours, the Management Committee agreed that the same colours as the last programme should be used, that tenement doors should be painted in the same colour as previously, and that colour choices (within the agreed range) should be given to those in main door and basement main door flats. *Noted and Agreed*

- 8) **Energy Advice Service.** The CEO advised that the shared ARCHIE group Energy Advice service has been funded to continue for a further 2 years, and that this positive news would be shared with tenants via the Newsletter. *Noted*

- 9) **Edinburgh World Heritage Proposed Partnership Work.** The CEO has been in discussion with Edinburgh World Heritage (EWH), which has worked with Lister previously. EWH has been given funding to run a pilot project focusing on the installation and monitoring of energy efficiency measures it is proposed in one of Lister's properties. The Management Committee discussed the project and agreed to proceed. *Agreed*

17 MEMBERSHIP

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

Member no.	Address	Approval date	Date of start of membership
964	Keir Street	28.05.24	20.05.24

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

Member no.	Address	Reason	Cancellation date
934	Heriot Place	Left Co-op	14.05.2024
799	Lauriston Place	Left Co-op	15.05.2024
800	Lauriston Place	Left Co-op	15.05.2024
932	Lauriston Place	Left Co-op	19.05.2024

18 COMMUNITY ISSUES

There were no community issues identified.

19 ANY OTHER BUSINESS

There was no any other business.

The meeting closed at 19.55.