

LISTER HOUSING CO-OPERATIVE LTD

**Minutes of the Management Committee Meeting held on Tuesday 30 July 2024 at 6.30 pm
(held face-to-face & virtually using Google Meet)**

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

In attendance: 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 41.3 ATTENDANCE There was an apology from J Rankin (CEO), C Goodwin and 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 were no items to be raised as AOB.	
5 MINUTES OF THE PREVIOUS MEETING A McDonald proposed, seconded by J Dydak, 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.	<i>Noted</i>
7 OFFICE BEARERS' REPORT There was no Office-Bearers business to report.	<i>Noted</i>
8 POLICIES FOR REVIEW The Chair spoke to the policies for review which had been presented to today's meeting. Following review and discussion the Committee approved the policies.	<i>Approved</i>

9 CO-OPERATIVES UK – CARRIED FORWARD BY COMMITTEE AGREEMENT

Following on from previous discussions and allowing the Committee more time to research this matter, there was a vote to decide on membership. The Committee voted not to join Co-operatives UK at this time.

10 COMPLAINTS HANDLING PROCEDURE – STATS Q1

There were three complaints in quarter 1, which the Chair spoke to, and the terms of the report were noted.

Noted

11 H&S COMMITTEE REPORT AND ACTION PLANS – Q1

The Chair outlined the Report and Action Plans. The Committee discussed and noted the report.

Noted

12 ASSURANCE STATEMENT 2024 – FIRST REPORT

The Chair spoke to the Assurance Statement and the Committee noted.

Noted

13 HOUSING OFFICER'S REPORT

1) **Arrears.** June arrears were £36,472.27 an increase of £6353.07 compared to May 2024.

Noted

Former Tenant Arrears. There was slight decrease 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 Four void properties in June.

Noted

4) **Allocations.** There were 2 lets in June.

Noted

5) **Overdue gas services.** There were no overdue services since the previous meeting.

Noted

16 CEO REPORT

1) **Health and Safety / Landlord Facilities Health and Safety.** Covered in a separate report.

Noted

2) **AGM Planning.** The Chair updated on arrangements to date in relation to the AGM and noted that in terms of the Rules, it is necessary for at least one third of the Management Committee members to retire. The CEO noted further that those Management Committee members who were identified as requiring to retire this year were affected by the 'Nine Year Rule' and that the Chair would discuss this aspect with them during this

year's upcoming annual reviews, and would report back on this at the August Management Committee meeting. *Noted and officers to progress*

- 3) **Pension 'Debt-On-Withdrawal' Figure and Valuation Outcome.** The chair spoke of the 'Debt-on-withdrawal' figure and the Committee noted. *Noted*
- 4) **Potential New Committee Member.** The CEO has had an initial meeting with a Lister tenant wishing to join the Management Committee. The tenant will join the August Management Committee meeting in order to observe. *Noted*
- 5) **Keir Street Update.** Monitoring works are continuing, and as noted previously, surveyors have reported no further movement to date. *Noted*
- 6) **Gardens Update.** Following on from last months' meeting, 2 gardeners from Harburn Estate were on site at Lister. The arrangement will continue on a 2-weekly basis during the rest of the growing season. *Noted*

17 MEMBERSHIP

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

Member no.	Address	Approval date	Date of start of membership
965	Keir Street	28.05.24	10.06.24

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

Member no.	Address	Reason	Cancellation date
None			

18 COMMUNITY ISSUES

A Management Committee member enquired about Lister's policy on barbeques in the back garden areas. The Chair agreed to put this on the Agenda for the August meeting.

19 ANY OTHER BUSINESS

There was no any other business.

The meeting closed at 20.10pm.