

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 28 November 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, S Baxter J Dydak, C Goodwin, J Leith, C Littlewood, J Renton.
Online: J McCuaig

In attendance: J Rankin (CEO), M Stolarek (Housing Officer), A Ross (Harbour Homes Group Finance Manager).
Online: 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 were apologies from L Bald. 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.	<i>Noted</i>
5 MINUTES OF THE PREVIOUS MEETING J Leith proposed, seconded by J McCuaig, 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 QUARTERLY ACCOUNTS: QUARTER 2 - YEAR TO 30 SEPTEMBER 2023 (a) A Ross presented the Finance Report and Management Accounts & for the six months to 30 September 2022. The surplus amounted to £135,719, with the revised forecast anticipating a surplus of £93,897 at 31 March 2024. The actual income to September was £497,588 which is the same as the revised forecast position. The	<i>AS agreed, Chair to sign</i>
(b)	

revised forecast anticipates total income to be £992,375 at the end of the financial year, this is (£4,221) less than the original budget of £996,596. Committee approved the Finance Report and Management Accounts for the six months to 30 September 2023.

A Ross was thanked and left the meeting at 18.42.

9 QUARTERLY MAINTENANCE STATISTICS – Q2 JULY-SEPTEMBER 2023

The CEO spoke to the report which had been provided, and Committee noted the statistics for the quarter to 30 Sept 2023. A query was raised in relation to the term of the current contract for gas inspections and servicing, and officers to confirm and advise. Noted also that, given that scaffolding works were planned to replace windows at Heriot Place, consideration should also be given to using these for the planned external painting works on the Main Site.

Noted and officers to progress

10 HOUSING OFFICER'S REPORT

1) **Arrears.** October arrears were £34,121.53 an increase of £465.25 compared to September 2023.

Noted

Former Tenant Arrears. There was no difference 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 properties void in October.

Noted

4) **Allocations.** There was one re-let in October.

Noted

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

Noted

11 CEO REPORT

1) **Council Request in Relation to Homelessness in the City.** The CEO spoke to the request from the City of Edinburgh Council in relation to prioritising homeless applicants, noting that the staff team would be able to implement the request should the Committee wish to. Following discussion, the Committee decided that Lister would advertise any new void properties as Starter properties for homeless priority, and that this should be reviewed at the time of the next Lettings Plan. Officers to advise the Council of the Committee's decision.

The Committee also discussed, in the context of allocations, Lister's membership process, and agreed that there should be a future agenda item to consider this further.

Agreed and officers to progress

- 2) **Possible Joint Work with Other Scottish Housing Co-Operative RSLs.**
 The CEO updated on a recent meeting with three other Scottish Housing Co-ops, facilitated by Co-operatives UK, which resulted in a proposal that Officers from interested Scottish Co-op RSLs form an informal group, meeting quarterly (online) as there may be areas in future where we may wish to discuss or work together. In the event that meetings and joint working between officers was agreed, the CEO noted that it was proposed that this should be publicised via a short article in Scottish Housing News.
- Following discussion, the Committee agreed that officers should proceed with the proposed joint working at officer level, as well as the proposed article, and the Committee also agreed that there should be an agenda item at the February Management Committee meeting in relation to potential membership of Co-operatives UK. *Agreed and officers to progress*
- 3) **Tenant Participation Review.**
 The review was discussed and noted. *Noted*
- 4) **Potential Transfer from Scottish Housing Co-op.**
 All of the information which was requested from the Scottish Housing Co-op that is planning to wind up its affairs and transfer its assets had now been submitted. The Co-op has advised that we will have a response within one month. *Noted*
- 5) **Keir Street Shop.**
 In relation to the shop's alcohol licence, the CEO advised that, having discussed with the incoming shopkeeper, there is a temporary licence in place which it is believed is due to expire 04.01.24. The proprietor has stated his intention to apply for a permanent licence, at which point it will be necessary for this to be advertised on a lamppost outside the shop, and at that point it will be open for anyone to contact the Council to make any comments or representations in relation to the application that they wish. *Noted*
- 6) **Christmas Events and Committee / Staff Meal.**
 Agreed that Lister tenants over 65 years of age will receive a voucher as usual, and children under 16 will receive £10 cash for Cinema tickets. The suggested date for the annual meal is Friday 2nd February 2024. *Agreed*
- 7) **Keir Works Street Update.**
 We are continuing to progress the previously identified works and await the report from the CCTV survey. Surveyors will now begin monitoring the tell-tales which have now been installed, and surveyors/ contractors are continuing to progress the opening up works in the void flat. *Noted*
- 8) **Gardens Update.**

The tree surgeons have conducted their survey and have sent this for review. Cherries, which are short lived trees, make up the majority of the trees and noted that many are reaching the end of their life expectancy. The Committee agreed that officers should take forward those works which are required at this stage, and should also discuss with the tree surgeons whether they could support in relation to developing and implementing a planting plan, and how much this might cost.

Agreed and officers to progress

9) **Management Committee Training.**

We are waiting to hear back from EVH regarding taking forward the proposed Equalities and Human Rights training. ACS are not currently available to progress with H&S training due to staff sickness but will get back to Lister to arrange.

Noted

12 MEMBERSHIP

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

Noted

Member no.	Address	Approval date	Date of start of membership
956	Lauriston Place	19.10.23	19.10.23

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

Member no.	Address	Reason	Cancellation date
835	Keir Street	Left Co-op	06.10.23

13 COMMUNITY ISSUES

- 1) A request was made for a sign to be placed on the gate at Keir Street advising 24 hour access required, to deter people from parking in front of it. A request was also made for a 'No dogs allowed' sign for the Main Site garden.

Noted

14 ANY OTHER BUSINESS

There was no AOB.

The meeting closed at 8.03pm.