

LISTER HOUSING CO-OPERATIVE LTD

**Minutes of the Management Committee Meeting held on Tuesday 27 August 2024 at 6.30 pm  
(held face-to-face & virtually using Google Meet)**

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

**Online:** L Bald.

In attendance: J Rankin (CEO), M Stolarek (Housing Officer) A Ross (Harbour Homes Group Finance Manager), S Bell (Lister tenant, observing).

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 A McDonald.

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

3 DECLARATION OF INTERESTS

J Leith declared an interest in item 12 on the agenda, as she was a Management Committee members affected by the 9 year rule.

J Leith took no part in the relevant discussion.

4 TOPICS FOR ANY OTHER BUSINESS

There was one item to be raised as AOB.

5 MINUTES OF THE PREVIOUS MEETING

J McCuaig proposed, seconded by L Alexander, 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*

8 QUARTERLY ACCOUNTS – Q1

A. Ross from Harbour Homes presented the Finance Report and Management Accounts for the first quarter to 30 June 2024. The

Co-operative returned a surplus of £75,438 resulting in a positive variance of £18,962.

A question was asked in relation to the external painting contract, which had recently commenced on the Main Site, and it was noted that as yet no invoices had been received in relation to the delivery of the contract. Officers will liaise with contractors in relation to the phasing of those invoices over the rest of the contract.

A Ross noted that a re-forecast would take place later this year. The CEO advised that officers would take this forward with the team at Harbour.

Following discussion, the Committee approved the management accounts for the quarter to 30 June 2024.

A Ross was thanked and left the meeting after this item.

*Approved and  
officers to progress*

## 9 ASSURANCE STATEMENT 2024 – SECOND REPORT

The CEO outlined the Report, highlighting the updated Regulatory Framework, and the related update to the SFHA self assurance toolkit, as well as the key areas that the report covered.

The CEO noted that potential improvement actions had been identified as part of the review and that an updated assurance statement improvement plan would be presented to the next meeting of the Management Committee.

The CEO advised that, alongside the reports and evidence presented to the Management Committee, he would be pleased to meet with individual Management Committee members in relation to any specific queries that they may have, or any area that they would like more information on.

A question was asked in relation to the addition of Management Committee minutes to the website and whilst it was noted that the website was up to date in relation to minutes, the CEO agreed that moving forward minutes would be added on a monthly basis. Similarly, it was suggested that when newsletters were published these could be added to the 'News' section of the website.

The Chair noted that the Assurance Statement process provides the Management Committee with an opportunity to refresh its knowledge in relation to the regulatory and legal requirements which Lister should adhere to, and noted that the CEO would present further material to the Management Committee on this topic.

The report was noted and approved.

*Approved and  
officers to progress*

## 10 MAINTENANCE QUARTERLY STATS – Q1

The CEO highlighted the key terms of the report, noting that response times were at or above target, satisfaction levels were high, and repairs and works were under budget.

A question was asked in relation to the relatively low numbers of maintenance survey feedback returns. The CEO agreed to consider with the staff team how to encourage tenants to complete and return surveys, perhaps via a newsletter article.

*Noted and officers to progress*

The Management Committee noted the report.

## 12 HOUSING OFFICER'S REPORT

1) **Arrears.** July arrears were £32,238.77 a decrease of £4,233.50 compared to June 2024.

*Noted*

**Former Tenant Arrears.** There was an increase of £1,211.91 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 three void properties in July.

*Noted*

4) **Allocations.** There were two lets in July.

*Noted*

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

As requested at the last Management Committee meeting, the Housing Officer had provided in his report the current Lister guidance and requirements in relation to tenant barbecues or other events on the Lister site. The Management Committee noted that the guidance applied equally to all parts of the Lister site.

Following discussion, the Management Committee agreed that, should Management Committee members have any comments or suggestions in relation to the guidance, these should be forwarded to officers to support them to review and update. The Management Committee further agreed that a reminder in relation to providing feedback should be issued to Management Committee members in November, with a view to updated guidance being prepared for initial review by Office Bearers, and then presented to the February Management Committee meeting for review by the Management Committee.

*Noted and officers to progress*

## 13 CEO REPORT

1) **Health and Safety / Landlord Facilities Health and Safety.** No updates this month following last month's quarterly report.

*Noted*

- 2) **Management Committee Annual Reviews/ AGM Planning.** The CEO noted, with thanks, that all Management Committee annual reviews had now been completed, and the Chair updated on outputs from the reviews. The Chair noted that one of the key themes was ensuring ongoing familiarity in relation to the legal and regulatory expectations on Lister, and noted further that the annual Assurance Statement process provided a good opportunity to focus on and refresh this area.

The Chair also noted that it would be helpful for Lister to review and update its induction pack for Management Committee members, and the Chair suggested that she should meet with the CEO in the first instance to discuss this, before officers take the update forward.

In relation to the Management Committee member who would be retiring at the next AGM, and who was affected by the 'Nine Year Rule', the Chair advised that this aspect had been considered during the relevant annual review, and she was satisfied that that they were able to demonstrate their continued effectiveness as a Management Committee member.

It was noted that the affected Management Committee member intended to seek re-election at the upcoming AGM, the Management Committee confirmed that it was satisfied with the Chair's conclusion.

The Chair also confirmed that the CEO's annual appraisal was in the process of being completed.

Finally, this being the last Management Committee meeting before the Annual General Meeting, the Secretary confirmed that Rules 59-64 had been complied with.

*Approved and officers to progress*

- 3) **External Painting Contract.** The CEO noted that this contract was underway, and queries were raised in relation to storage of scaffolding materials in front gardens and also health and safety measures whilst scaffolding materials were being stored, both of which the CEO advised would be picked up with contractors.

*Noted and officers to progress*

- 4) **Keir Street Update.** The CEO noted that monitoring works were continuing.

*Noted*

- 5) **Gardens Update.** The CEO noted that the work by Harburn Estates was continuing during this period and that feedback and results to date had been positive.

A query was raised in relation to the proposed planting of new trees along Lauriston Place, and the CEO advised that the next step would be to take forward consultation with affected tenants.

*Noted and officers to progress*

## 14 MEMBERSHIP

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

*Noted*

<b>Member no.</b>	<b>Address</b>	<b>Approval date</b>	<b>Date of start of membership</b>
966	Heriot Place	21.06.24	03.07.24
977	Archibald Place	18.07.24	30.07.24

*Approved*

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

<b>Member no.</b>	<b>Address</b>	<b>Reason</b>	<b>Cancellation date</b>
473	Lauriston Place	Left Co-op	03.07.24
927	Keir Street	Left Co-op	30.07.24

## 15 COMMUNITY ISSUES

None raised.

## 16 ANY OTHER BUSINESS

A query was raised in relation to a tree stump in the back green area which had been used as a bench. Unfortunately it looked like someone had damaged the stump and it was no longer secure. The CEO agreed that a contractor would be instructed to review and either make safe or remove.

*Officers to progress*

**The meeting closed at 19.25**