

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 24 September 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, S Baxter, J Dydak, C Goodwin, J Leith.
Online: L Bald.

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

7.30 PM MAIN MEETING

ITEM	DECISION/ACTION
1 CONFIDENTIAL BUSINESS There was no confidential business.	
2 APOLOGIES FOR ABSENCE & RULE 40.3 ATTENDANCE There were apologies from C Littlewood and 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.	
4 TOPICS FOR ANY OTHER BUSINESS There was one item noted to be raised as AOB.	<i>Noted</i>
5 MINUTES OF THE PREVIOUS MEETING C Goodwin proposed, seconded by J-L Addams, 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 RE-AFFIRMATION FOR EXISTING MANAGEMENT COMMITTEE MEMBERS The CEO explained that Rule 40 sets out the circumstances under which a committee member cannot be appointed or elected. If anyone is affected, they must declare it. Noted that there were no declarations to be made.	<i>No members said they were ineligible</i>

The CEO also noted that the annual Declaration of Interests form will be distributed to all Management Committee members for completion and return, in order to confirm that they will abide by the Code of Conduct for Management Committee members, and the Entitlements, Payments & Benefits policy.

9 LISTER EPB POLICY - LIST OF CONTRACTORS, ETC. FOR 2024-25 YEAR

The updated list of contractors and service providers (which Committee members and Staff are prohibited from using) was reviewed, noted and approved. Also noted that officers were taking forward work on tendering in relation to key contracts.

Approved

10 ELECTION OF OFFICE-BEARERS

Chair – L Alexander *Chair* – L Alexander was nominated by J Leith and seconded by J L Addams. There were no other nominations, so L Alexander was elected Chair.

Agreed signatory

Treasurer - A McDonald was nominated by J L Addams and seconded by C Goodwin. There were no other nominations so A McDonald was re-elected Treasurer.

Secretary – J McCuaig was nominated by L Alexander and seconded by J Leith. There were no other nominations so J McCuaig was elected Secretary. The Chair noted that S Baxter had indicated that she might be interested in taking on this role in the future, and it is proposed that she will shadow J McCuaig this year.

Office bearers elected.

Noted that these three Office Bearers are authorised to use the Seal and sign paperwork for the co-operative.

Authorised for use of seal and to sign.

11 REVIEW OF MANAGEMENT COMMITTEE GOALS

Committee reviewed the draft Management Committee goals which had been presented for consideration. Following discussion, the Management Committee approved the goals for 2024-2025.

Approved

12 SHR ASSURANCE STATEMENT 2024 – REPORT NO. 3

The CEO spoke to the report which had been provided, as well as providing a brief summary presentation in relation to the Regulatory Standards, which had been reviewed and amended this year. The CEO noted that, as well as the information provided in the report, and the discussion at today's meeting, officers would be pleased to answer any further questions, or to meet with Management Committee members separately as needs be, should they require any further information in relation to any aspect.

Committee reviewed the report, and following discussion and consideration, the report was approved.

Approved

13 HOUSING OFFICER'S REPORT

- 1) **Arrears.** August arrears were £35,443.52 an increase of £3203.75 compared to July 2024. *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) **Voids.** three properties were void in August. *Noted*
- 4) **Allocations.** There was one re-let in August. *Noted*
- 5) **Overdue gas services.** There were no overdue services since the previous meeting. *Noted*

14 CEO REPORT

- 1) **Health and Safety / Landlord Facilities Health and Safety.**
There was no update on health and safety in September.
- 2) **Leave of Absence Request.**
Management Committee member J Renton had asked for and was granted a 3 month leave of absence from attending Management Committee meetings. *Approved*
- 3) **Data Protection/ FOI Update.**
The CEO has been in discussion with the Data Protection Officer in relation to providing a Data Protection report and in person update at a forthcoming Management Committee meeting. The date suggested and agreed by the Management Committee was at the 26 November meeting, at 6.30pm.

The CEO also advised on the proposed ongoing quarterly updates on FOI/EIR/Data Protection requests within the quarter, which the Management Committee agreed to proceed with.
- 4) **Review of Key Contractors.**
The CEO is currently working with Manor Estates in relation to the tender for our gas contractor service and the Scottish Procurement Alliance in relation to the tender for our electrical contractor service. Updates would be provided to the Management Committee as these progressed.
- 5) **12 Keir Street Update.**
Monitoring works continue, with no further movement to report.
- 6) **Gardens Update.**

Harburn Estates continue to provide a 2 weekly supplementary gardening service, which has been positively received.

Following on from last year's whole site tree survey, the CEO has been in touch with the tree surgeons to discuss any further works which may be due and will keep the Management Committee updated.

The CEO will also take forward the consultation in relation to the proposed planting in Lauriston Place front gardens.

15 MEMBERSHIP

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

Member no.	Address	Approval date	Date of start of membership
968	Keir Street	28.08.24	01.08.24

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

Member no.	Address	Reason	Cancellation date
551	Lauriston Place	Death	23.08.24
158	Lauriston Place	Left Co-op	16.08.24

16 COMPOSITION OF SUB GROUPS

The Management Committee discussed the sub groups and it was agreed that a maintenance sub group is formed for larger contracts, such as the current external painting contract. The members of the sub group will be the Office Bearers and JL Addams.

Approved

17 COMMUNITY ISSUES

There were no community issues.

18 ANY OTHER BUSINESS

C Goodwin raised concerns about the shop leaving the gate to the shop garden open all of the time and putting rolls out for the bids. Officers will check the position in relation to the ownership of the small garden area at the back of the shop.

Officers to progress.

The meeting closed at 7.30pm.