

**MINUTES of the ANNUAL GENERAL MEETING of  
LISTER HOUSING CO-OPERATIVE LTD held at Lauriston Halls at  
28 Lauriston Street, Edinburgh on Wednesday 18 September 2024 at 7.30 pm**

Members present        32 (names available on request)

Non-members            A Ross, Harbour Homes;  
present:                S Beattie, CT LLP (formerly Chiene+Tait), Auditor.

Staff in attendance:    J Rankin, M Stolarek, E Coutts, F Dodds.

**1     CHAIRPERSON'S INTRODUCTORY REMARKS**

L Alexander welcomed members and guests to the Annual General Meeting of Lister Housing Co-operative Ltd, noting that the meeting was quorate.

**2     APOLOGIES FOR ABSENCE**

Apologies were received from 5 members (names available on request).

**3     PROXY FORM REGISTERED IN ADVANCE (SEVEN)**

7 members registered proxies in advance (names available on request).

**4     MINUTES OF THE ANNUAL GENERAL MEETING HELD ON WEDNESDAY 20 SEPTEMBER 2023.**

J Leith proposed, seconded by JL Addams, that the minutes of the previous Annual General Meeting be adopted as a true record.

There were no objections and the minutes of the meeting were accepted.

**5     AUDITOR'S REPORT AND RECEIVING OF THE FINANCIAL STATEMENTS FOR YEAR ENDING 31 MARCH 2024**

A Ross of Harbour Homes explained that the Financial Statements, as approved by the Management Committee at its meeting on 25 June 2024, show an operating surplus of £42,874, with a total surplus before transfers for the year of £26,366. The Co-op continues to be in a good financial position.

The Auditor's Annual Report on the Financial Statements for the year ended 31 March 2024 had been prepared by J Chittlewood, Partner of CT. These Financial Statements include the statements of Committee Members' Responsibilities and Internal Financial Controls.

L Alexander thanked A Ross, and asked if there were any questions on the Financial Statements, and there were none. She then asked the membership to receive the Financial Statements, including the Auditor's Report.

This was proposed by JL Addams and seconded by J Leith.

There were no objections. The meeting approved the receiving of the Statements.

**6     APPOINTMENT OF AUDITOR**

The resolution was put to re-appoint CT, 61 Dublin Street, Edinburgh, EH3 6NL, as external auditor to Lister Housing Co-operative Ltd for the financial year 2024-25.

This was proposed by A McDonald and seconded by S Baxter.

There were no objections and the appointment was confirmed.

## 7 CHAIRPERSON'S REPORT

L Alexander thanked members for attending this evening and reviewed some of the events and achievements during the last year.

- a. **Activities in 2023-24.** During this year we were no longer directly dealing with the impact of the Covid-19 Pandemic, however our tenants and Lister continued to face pressures from the cost-of-living crisis. We were therefore once again very pleased during 2023-24 to successfully apply on behalf of our tenants for an award from the Scottish Government Social Housing Fuel Support Fund, administered by the SFHA. This meant that we were able to offer financial support to all Lister Households, in the sum of £80 per household for the majority of our tenants. The staff team worked hard to ensure that these sums were made available as quickly as possible, upon receipt of the funds.

It is also worth mentioning in the context of the financial challenges posed by the cost-of-living crisis, that Lister's rents continue to compare favourably with many of our peer organisations. In our most recent 3-yearly tenant survey, the vast majority of those tenants who responded (96.55%) advised that they thought that Lister's rent represents good value for money.

We continued to deliver on key targets in relation to legal compliance requirements, such as ensuring that our gas safety checks are completed in a timely manner. This year we successfully embarked on a programme of 5 yearly electrical checks on our New Site properties, ensuring that all checks were completed in a timely manner. We also began implementation of a programme of water tank inspections, across all of our properties, starting with the Main Site. We also undertook energy efficiency works such as the installation of insulation, in certain of our properties which were identified via energy performance assessments as needing further work.

Since last years AGM we were able to make excellent progress towards completion of our Main Site kitchen programme, with the vast majority of kitchens installed for tenants who wanted to participate in the programme, by the end of the year. The kitchen upgrade programme has been a major piece of work, and the Management Committee and staff/ contractor team are grateful to all participating Lister tenants, both for their patience and their positive engagement.

- b. **Allocations Update.** As in previous years we continue to have a reasonable number of vacant flats become available, with a slightly higher number of vacancies arising this year than in the previous year. Our vacancies are always popular, due to our city centre location and the unique nature of our housing stock, but also against a backdrop of a lack of affordable housing within the wider Edinburgh community. Vacancies also provide an opportunity to assist a number of current Lister tenants' by allowing transfers within Lister and providing new homes to people through EdIndex. The value of these vacancies, and a sensitive letting policy, allow us to move forward as new people establish homes within Lister, and also to retain the community by providing internal moves to those needing more suitable accommodation.

- c. **Garden news** We took the opportunity this year to plan for some additional gardening resources to support the work in our gardens during the busy growing season, and to undertake a specialist survey of our trees as well as follow-up works on some of those trees which were most in need of attention.
- d. **The Work of Lister's Management Committee** Lister is a tenant led Co-operative , and we are proud of this fact, as well as the fact that we are Scotland's oldest registered Housing Co-operative. Lister's history is marked by community spirit and social action, with tenants fighting successfully to save the Main Site homes from threatened demolition in the mid 1970s, and again to protect the New Site homes from the same fate in the mid 1980s.

Without the engagement and support of our tenants Lister's incredible homes would quite literally not be here. Lister is run by its Management Committee – that comprises of tenants elected at the Annual General Meeting. However, whilst elections are usually held at this time, this is not the only opportunity to join the Management Committee, as it is also possible for the Management Committee to co-opt new members throughout the year. This means that, if tenants are interested in supporting their Lister community by joining the Management Committee, they do not necessarily need to wait until the AGM to consider this. Any tenant who would like more information about joining the Management Committee can contact the staff team to let them know, and we will be happy to discuss further, in terms of the Committee's work, and the role and responsibilities associated with being a Management Committee member.

- e. **The Annual Assurance Statement** The Management Committee is currently considering reports and evidence in order to support it to complete this year's Assurance Statement, to tenants, to others and to the Scottish Housing Regulator, stating whether we comply with the requirements of the SHR Regulatory Framework. This is an annual requirement, involving detailed reports over several months, with further reports, and the draft statement itself, to be considered at the September and October Management Committee meetings.

Further information on the Annual Assurance Statement can be found on our website, and if tenants would like to provide any comments or feedback to the Management Committee in relation to this year's Statement, this can be done by simply contacting the office.

- f. **Organisation News.** From a staffing perspective we were able to benefit this year from a stable and knowledgeable staff team, with no changes within the team. We also benefit from a well-established and engaged Management Committee, which has meant that we have been able to continue to provide our services for our tenants, whilst meeting the expectations of our regulators and auditors. From a Management Committee perspective, during the 2023-24 period there was one resignation, otherwise there were no further changes in Management Committee Membership.

As well as leading our work through its regular meetings, the Management Committee also undertook training during this period in relation to Equalities, and Health and Safety responsibilities for Management Committee members. I.

The Chair extended a warm welcome to all the new tenants who had joined Lister in the last 12 months, and thanked her co-committee members and staff for their hard work all year round.

## 8 ELECTION OF MEMBERS TO THE MANAGEMENT COMMITTEE

There were 8 vacant places on the Management Committee. Four existing committee members were re-standing for election and there were no new candidates. As there were more places vacant than candidates standing or re-standing, all persons were elected to the Management Committee without the need for a vote.

New candidates standing:  
None

Existing members re-standing:

L Bald  
S Baxter  
J Dydak  
J Leith

The following existing Committee members continue on the Committee for another year:

J-L Addams  
L Alexander  
C Goodwin  
C Littlewood  
J McCuaig  
A McDonald  
J Renton

## 9 CLOSE OF FORMAL BUSINESS

The meeting ended at 7.55 pm

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*--- for information only ---*

INFORMATION NOTE ON RAFFLE - CONDUCTED LATER IN THE EVENING  
Bottles of wine, boxes of chocolates, and biscuits were won by 12 members (names available on request)  
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