

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 21 January 2025 at 6.30 pm

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

Online:

In attendance: J Rankin (CEO), M Stolarek (Housing Officer), F Dodds (Housing Assistant), A Ross (Harbour Homes Group Finance Manager).

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 Leith.	
No one affected under Rule 41.3 (attendance clause in Rules).	<i>Noted</i>
3 DECLARATION OF INTERESTS	
There was a declaration from L Bald regarding item 13.	<i>Noted</i>
4 TOPICS FOR ANY OTHER BUSINESS	
There were no items to be raised as AOB.	
5 MINUTES OF THE PREVIOUS MEETING	
J-L Addams 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 FINANCE SUB GROUP – REPORT AND MINUTES OF MEETING 13 JANUARY 2025	
(a) The CEO presented Paper 8(a) - the options and proposals for the budget. This was discussed along with the draft Maintenance	
(b) budget, Paper 9(c). The CEO set out the context for the budget as well as some of the assumptions, such as potential rises in employee costs. The CEO spoke also to the rationale for the	

proposed rent increase, noting that the recommendation from the Finance Sub Group was made in the context of a period of heavier maintenance spend, and noting also that the recommended increase of 4.4% was in line with the average proposed increase in Scotland proposed by the SFHA. The minutes of the Finance Sub Group Paper 8(b) were accepted.

Approved

9 BUDGET PAPERS (DRAFT) FOR 2024-25 TO DISCUSS PRIOR TO CONSULTATION

A Ross from Harbour Homes presented the draft budget and budget narrative, based on the Finance Sub Group's proposal of a 4.4% increase for all tenants.

After discussion, it was agreed to consult with tenants based on this recommendation, with the final decision to be taken following consultation, at the February Management Committee meeting.

The Management Committee approved to go to consultation with tenants in relation to the proposed increase,

Approved to go to consultation

A Ross was thanked and left the meeting.

10 H&S COMMITTEE REPORT AND ACTION PLANS – Q3

The CEO spoke to the Health and Safety report, and associated appendices, which had been presented to this meeting. The CEO set out key actions, including updates in relation to Asbestos management, damp and mould and electrical safety. The programme of cold-water tank inspections is continuing on both the Main site and New site properties, with new tanks being fitted at voids or alongside other major repairs where possible.

The Management Committee noted the terms of the report and actions.

Noted

11 TRAINING LOG 2024

The training log for 2024 was noted.

Noted

12 COMPLAINTS HANDLING PROCEDURE – STATISTICS 2024-2025 Q3

Committee noted the statistics for quarter 3 ending 31 December 2024

Noted

13 12 KEIR STREET UPDATE

The CEO updated the Management Committee on the progress of the ongoing monitoring and CCTV survey of the below ground drainage to the property at 12 Keir Street. The CEO noted that it was positive to see that there had been minimal movement during the period of monitoring, which suggested that movement had been historic. In that context the CEO advised that structural engineers and surveyors had revised their view in relation to the works which would be required in this case, and

the updated report with revised costings had been shared with the papers for this meeting.

A question was asked as to whether, in the event that these works were progressed as now recommended, could ongoing monitoring be put in place even after the works, to provide both Lister and its tenants with comfort on this point. The CEO advised that he would pick this point up with surveyors in the event that the Management Committee was minded to accept the revised advice and progress these works.

Following consideration the Management Committee agreed to progress with the proposed works as recommended by surveyors and engineers.

Approved

14 HOUSING OFFICER'S REPORT

- 1) **Arrears.** December arrears were £39,822.25 an increase of £2612.99 compared to November 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.** There was one property void in November and December. *Noted*
- 4) **Allocations.** There was one re-let in November and December. *Noted*
- 5) **Overdue gas services.** There were no overdue services since the previous meeting. *Noted*

15 CEO REPORT

- 1) **Lister Gas Contract.**
Lothian Gas were successful in their tender and will continue to offer their gas servicing and maintenance services to Lister. *Noted*
- 2) **Former Tenant Arrears- Debt Recovery.**
Following the discussions at the November 2024 meeting, in relation to using a debt-recovery service, the CEO has made contact with 2 potential providers. The outcome will be reported on at the February 2025 meeting. *Noted*
- 3) **EVH Consultation on Pay Negotiations.**
EVH has commenced negotiations with representatives from UNITE the Union in relation to this year's members' employees' salary increase. *Noted*
- 4) **Management Committee Declarations 2024-25.**

Noted that the Management Committee members had now returned all completed declarations for 2024-25. *Noted*

5) **Management Committee Away Day.**

The Management Committee away day will be held in the small hall at the Edinburgh Jesuit Centre on 2nd March 2025. The CEO advised that there would be an independent consultant to facilitate the session. Further information, as well as materials for review ahead of the session, will be distributed to the Management Committee in February. *Noted*

6) **Gardens Update.**

The CEO reported on the 2 responses received regarding the consultation with tenants potentially affected by the proposed tree planting on Lauriston Place. Following consideration, the Management Committee agreed to progress with the proposed planting, whilst taking the concerns which had been raised into account. *Agreed*

7) **Lister's 50th Anniversary.**

The CEO noted that 2026 marks Lister's 50 anniversary, and the Management Committee began to consider what events or activities it might wish to consider to mark this occasion. In the meantime, the Management Committee agreed to highlight the anniversary in the upcoming Newsletter and invite suggestions or from tenants, or volunteers who might wish to get involved in events. *Noted*

8) **Keir Street Shop**

Following the success in getting the lockers removed from the front of the shop, the CEO has asked TC Young to write a follow-up letter to the proprietor in relation to clearing the garden area. *Noted*

9) **Health and Safety/ Landlord Facilities Health and Safety.**

Noted that a separate report had been issued to the Management Committee. *Noted*

16 MEMBERSHIP

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

Member no.	Address	Approval date	Date of start of membership
973	Lauriston Place	25.11.24	29.11.24

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

Member no.	Address	Reason	Cancellation date
None			

17 COMMUNITY ISSUES

There were no community issues.

18 ANY OTHER BUSINESS

There was no AOB.

The meeting closed at 7.30pm.