

LISTER HOUSING CO-OPERATIVE LTD

***Minutes of the Management Committee Meeting held on Tuesday 27 May 2025 at 6.30pm
(held face-to-face & virtually using Google Meet)***

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

In attendance: J Rankin (CEO), M Stolarek (Housing Officer), 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 40.3 ATTENDANCE	
There was an apology from L Bald, J Leith 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.	<i>Noted</i>
4 TOPICS FOR ANY OTHER BUSINESS	
There were two items to be raised as AOB.	<i>Noted</i>
5 MINUTES OF THE PREVIOUS MEETING	
J L Addams proposed, seconded by J Dydak, 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 ANNUAL RETURN ON CHARTER (ARC) TO THE SHR FOR 2024-25	
The CEO discussed this year's results, as set out in the report, highlighting areas of improvement or variance. A question was raised in relation to tenant feedback in relation to satisfaction with the service provided by Lister, and it was noted that the 3 yearly survey of tenant satisfaction was planned for later this year. Following review the Committee approved for the ARC to be submitted to the SHR.	<i>Approved</i>

9 FIVE YEAR FINANCIAL PROJECTIONS

The CEO discussed, and following review the Committee agreed the 5-year financial projections for submission to the SHR.

Approved

10 QUARTERLY MAINTENANCE STATISTICS 4th QUARTER JAN-MAR 2024-25

The CEO spoke to the report, and the Committee noted the results for the quarter ended 31 March 2025.

Noted

11 MAINTENANCE BUDGET OUT-TURN 2024-25

The report was noted.

Noted

12 HOUSING OFFICER'S REPORT

- 1) **Arrears.** April arrears were £37402.69 an increase of £851.10 compared to March 2025.

Noted

Former Tenant Arrears. There was no change 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 no void properties in April.

Noted

- 4) **Allocations.** There no re-lets in April.

Noted

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

Noted

14 CEO REPORT

- 1) **SFHA Conferences.**

Noted that there are two SFHA conferences coming up, with the annual conference on the 10th and 11th June and the Governance conference on 10th September 2025. If any Committee member would like to attend, they should advise the CEO.

Noted

- 2) **Insurance Renewal.**

The CEO reported the insurance costs for 2025-26, noting that insurers will only apply an uplift in relation to the indexation value of Lister's properties, with no increase in their own rate.

Noted

- 3) **Window Replacement During Painting Programme.**

The CEO updated on the fact that, as the painting programme has proceeded, there have been several windows identified which require to be replaced. It is

expected that there will be more windows to be replaced and the CEO will keep the Management Committee updated on the progress and associated costs.

Noted

4) **Gardens Update.**

The Management Committee discussed the tenant requests received that Lister should participate in the 'No Mow May' campaign, meaning refraining from cutting grass during May to allow spring plants a chance to set seed, and generally to support healthy wildlife. The Committee approved participating in this project in future years.

The Committee also noted that a tenant request had been received that shrubs and bushes are left undisturbed during the nesting season and that no machinery is used on them during this time. Noted further that the garden contractors have confirmed that they already implement this within their work.

In relation to Lister trees, the tree surgeons have recommended that the planting of the new trees on Lauriston Place should be done from October.

Noted and Approved

5) **Health and Safety Update.**

Following on from last month's committee meeting, and as decided by the Committee, the CEO has raised a complaint with SP Energy Networks in relation to their subcontractor's failure to update us on actions/ remedial actions following the recent fire in one of their fuse boxes, and also lack of assurance in relation to other Lister tenements. The CEO will keep the Committee updated.

Noted

14 MEMBERSHIP

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

Member no.	Address	Approval date	Date of start of membership
None			

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

Member no.	Address	Reason	Cancellation date
None			

15 COMMUNITY ISSUES

C Littlewood has been speaking with a member of the Coop who may be interested in joining the Management Committee and asked if the person could come along to a meeting. The Chair

suggested that some notice be given to the Committee so that they can chat to the interested member before they attend, and the CEO advised that he would be happy to discuss with the prospective Committee member should this be helpful..

16 ANY OTHER BUSINESS

J McCuaig raised concerns about the scaffolders lack of care when dumping scaffolding in the garden. The CEO will speak with the contractors.

A query was raised in relation to late Committee papers, which the Committee had previously agreed could be shared via email, with hard copies available on request and at the meeting. Following discussion it was agreed that where late papers are shared by email, officers will also share hard copies at the same time, to support ease of access for all.

The meeting closed at 19.20pm.