

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 26 November 2024 at 6.30 pm (held face-to-face & virtually using Google Meet)

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

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

Online: F Dodds (Housing Assistant), C Beckley (Data Protection Officer from RGDP)

6.30 PM MAIN MEETING

ITEM	<i>DECISION/ACTION</i>
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1	CONFIDENTIAL BUSINESS
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There was no confidential business.

2	APOLOGIES FOR ABSENCE & RULE 41.3 ATTENDANCE
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There were apologies from C Goodwin, C Littlewood, J Renton.

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

3	DECLARATION OF INTERESTS
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There were declarations of interests from L Bald and S Bell in relation to the ongoing and proposed work at 12 Keir Street.

4	TOPICS FOR ANY OTHER BUSINESS
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There were no items to be raised as AOB. *Noted*

5	MINUTES OF THE PREVIOUS MEETING
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J L Addams proposed, seconded by A McDonald, that the minutes of the previous meeting be accepted as a true record, and this was agreed.

Approved

6	MATTERS ARISING
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L Alexander enquired about the conclusion of the kitchen programme. CEO advised that F3 Surveyors are carrying out the final snagging and will send letters to the households who have not yet had the kitchen snagging done. Otherwise, the programme is substantively complete and a final report would be issued to the Management Committee on the programme. A request was made for inclusion of the number of kitchens not snagged in the final report. *Noted*

7	OFFICE BEARERS' REPORT
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The Office-Bearers advised that, since the last meeting, they had approved the appointment of N Watt & Son Ltd as Lister's electrical contractor, following completion of a tender exercise on

Lister's behalf by the Scottish Procurement Alliance. The Management Committee noted the appointment.

Noted and Approved

8 DATA PROTECTION REFRESHER AND UPDATE

C Beckley, the Data Protection Officer from RGDP delivered a Data Protection update and refresher for the Management Committee.

C Beckley was thanked and left the meeting after the update.

Noted

9 QUARTERLY ACCOUNTS: QUARTER 2 - YEAR TO 30 SEPTEMBER 2024

- (a) A Ross presented the Finance Report and Management Accounts & for the six months to 30 September 2024. The surplus amounted to £79,251, with the revised forecast anticipating a surplus of £174,758 at 31 March 2025. The actual income to September was £517,901 which is the same as the revised forecast position. The revised forecast anticipates total income to be £1,540,345 at the end of the financial year, this is (£594) less than the original budget of £1,540,939. Committee approved the Finance Report and Management Accounts for the six months to 30 September 2024.

A Ross was thanked and left the meeting at 19.10.

Approved

10 QUARTERLY MAINTENANCE STATISTICS – Q2 JULY-SEPTEMBER 2024

The CEO spoke to the report which had been provided, and Committee noted the statistics for the quarter to 30 Sept 2024.

Noted

11 2025 MC CALENDAR AND PLANNING

The Management Committee were given a calendar and planner, setting out proposed dates for meetings during 2025, as well as key agenda items which will be covered at those meetings.

Noted and calendar for 2025 approved

12 HOUSING OFFICER'S REPORT

- 1) **Arrears.** October arrears were £36747.74 an increase of £1683.19 compared to September 2024.

Noted

Former Tenant Arrears. There was no difference to the FTAs owing. The Management Committee discussed the possible merits of using a debt collection agency in relation to higher former tenant arrears. Officers agreed to consider this and to report back to the Management Committee on the potential for this.

Noted and officers to progress

- 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 two properties void in October.

Noted

- 4) **Allocations.** There was one re-let in October. *Noted*
 - 5) **Overdue gas services.** There were no overdue services since the previous meeting. *Noted*
- 13 CEO REPORT
- 1) **Planning Application Update.**
At the last Management Committee meeting, it was agreed to submit an objection to the planning application made by Netflix to place a red plaque on a building near the Vennel which was done following the meeting. The application was refused by the City of Edinburgh Council. *Noted*
 - 2) **Housing Perks.**
The CEO updated the Management Committee on the most recent report on Housing Perks. *Noted*
 - 3) **Tenant Participation Review.**
The review was discussed and noted. *Noted*
 - 4) **Potential Transfer from Scottish Housing Co-op.**
Progress in relation to the proposed transfer has been delayed. The CEO is waiting on clarification on the revised timescale and will keep the Management Committee updated. *Noted*
 - 5) **Keir Street Shop.**
The CEO updated the Management Committee on the recent correspondence from TC Young to the Keir Street Shop in relation to the use of the front paved area in front and the garden at the back of the shop. *Noted*
 - 6) **Christmas Events and Committee / Staff Meal.**
Agreed that Lister tenants over 65 years of age will receive a voucher as usual, and children under 16 will receive £10 cash for Cinema tickets. The suggested date for the annual meal is Friday 31st January 2024. *Agreed*
 - 7) **Keir Works Street Update.**
Given that there had not appeared to be significant movement during the monitoring period a question was raised as to whether surveyors/ structural engineers should review and revise the initial proposed scope of works in relation to this issue. The CEO will take forward and will report back to the Management Committee at the January meeting. *CEO to progress*
 - 8) **Gardens Update.**
The CEO noted that Lister's gardener resigned from his post, effective from 22nd November 2024. The CEO noted that, in recent months, Harburn Estates had been providing additional support in relation to garden maintenance, and he suggested that, pending further review of Lister's needs in this area, it would make sense

to continue this arrangement at this stage. The Management Committee agreed with this proposal.

Separately, in terms of the proposed planting of new trees in front gardens in Lauriston Place, the CEO advised that the consultation with affected tenants would be issued in December 2024.

Noted and Agreed

9) **Barbecue Guidance Update.**

Noted that the Management Committee would consider updated barbecue guidance at the March 2025 Management Committee meeting.

Noted

10) **Heat Networks Consultation.**

The CEO updated the Management Committee on the City of Edinburgh Council's recent consultation with stakeholders in relation to heat networks.

Noted

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

There was no update this month.

14 MEMBERSHIP

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

Noted

Member no.	Address	Approval date	Date of start of membership
972	Lauriston Place	03.10.24	09.10.24

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

Member no.	Address	Reason	Cancellation date
959	Keir Street	Left Co-op	12.08.24

15 COMMUNITY ISSUES

There were no community issues.

Noted

6 ANY OTHER BUSINESS

There was no AOB.

The meeting closed at 7.49pm.