

## LISTER HOUSING CO-OPERATIVE LTD

### **Minutes of the Management Committee Meeting held on Tuesday 29 July 2025 at 6.30pm**

Committee Members present: L Alexander, J McCuaig, A McDonald, J L Addams, L Bald, S Baxter, S Bell, J Dydak, C Goodwin, J Leith, C Littlewood, J Renton.

In attendance: J Rankin (CEO), M Stolarek (Housing Officer), F Dodds (Housing Assistant), A Ross (Harbour Homes)\*, C Herd (CT, Auditor)\*

\*Left the meeting at 7.10pm.

#### 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 were no apologies.
	No one affected under Rule 41.3 (attendance clause in Rules). <i>Noted</i>
3 DECLARATION OF INTERESTS	
	There was one declaration of interest from the staff present regarding item 12. <i>Noted</i>
4 TOPICS FOR ANY OTHER BUSINESS	
	There were no items to be raised as AOB. <i>Noted</i>
5 MINUTES OF THE PREVIOUS MEETING	
	J L Addams proposed, seconded by J Leith, that the minutes of the previous meeting be accepted as a true record, and this was agreed. <i>Approved</i>
6 MATTERS ARISING	
	The CEO has contacted Edinburgh University regarding car parking on Keir Street and is waiting for a response.
7 OFFICE BEARERS' REPORT	
	There was no Office-Bearers business to report. <i>Noted</i>
8 MANAGEMENT ACCOUNTS 2024-25	
	A Ross of Harbour Homes summarised the results for the twelve months ended 31 March 2025 which was a loss of (£46,239), with the forecast anticipating a surplus of £174,758. The net loss was (£41,317), after the accounting treatment of the pension remeasurement £4,922. <i>Approved</i>

## 9 FINANCIAL STATEMENTS

C Herd from CT outlined the Financial Statements. They depicted all the information contained in the Management Accounts as well as the Report of the Committee of Management, the Statement of Committee Responsibilities and the Statement of Internal Financial Controls.

Following review, Committee approved the Financial Statements.

*Approved*

## 10 AUDIT SUMMARY REPORT AND TECHNICAL GUIDANCE FROM CT, AUDITOR

- 1) **The Audit conclusion** stated that the Financial Statements give a true and fair view of the state of the Co-operative's affairs at 31 March 2025 and that they complied with relevant standards. Satisfactory assurances were gained on the risk areas identified at the planning stage.
- 2) **The respective responsibilities** of the Committee and the auditor were specified.
- 3) **Significant audit and accounting matters.** There were *Approved Report*, no matters of adjustment and two control *CEO to respond* recommendations in the audit report, both of which had *Noted* been accepted by officers.

## 11 LETTER OF REPRESENTATION FROM LISTER TO CT – DRAFT FOR APPROVAL

It was explained that this is the Committee's confirmation to the auditor that it has fulfilled its responsibilities and provided all necessary information including from the year-end date until today.

*Approved for the Chair to sign*

## 12 INTERNAL AUDIT REPORT – PAYROLL AND NATIONAL INSURANCE DEDUCTIONS

Staff left the meeting during discussion of this item, and following discussion the Management Committee decided to implement option 3 set out in the report.

*Officers to progress*

## 13 LISTER 50<sup>TH</sup> ANNIVERSARY

J L Addams requested that this item be added to the agenda, relating to a proposal in relation to Lister's 50<sup>th</sup> Anniversary next year. Following discussion the Committee agreed to proceed with the proposal.

The CEO will put an item in the newsletter asking for volunteers. The Chair noted that she would be happy to do any interviews with tenants who have stories, or memories to share.

*Agreed and officers to progress*

## 14 COMPLAINTS HANDLING PROCEDURE – STATS Q1

There were three complaints in quarter 1, which the CEO spoke to, and the terms of the report were noted.

*Noted*

## 15 H&S COMMITTEE REPORT AND ACTION PLANS – Q1

The CEO spoke to the report the Report and Action Plans. The Committee discussed and noted its terms.

*Noted*

## 16 ASSURANCE STATEMENT 2025 – FIRST REPORT

The report was discussed and the position noted. There will be further reports over the next three months.

*Noted*

## 17 HOUSING OFFICER'S REPORT

1) **Arrears.** June arrears were £30273.27 a decrease of £1290.38 compared to May 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) **Voids.** There was one void properties in June.

*Noted*

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

*Noted*

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

*Noted*

## 18 CEO REPORT

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

There was a separate report in item 15.

*Noted*

2) **AGM Planning.**

At the end of each year's AGM, it is necessary in terms of the Rules for at least one third of the Management Committee members to retire. The CEO outlined who these should be at this year's AGM, and the Committee noted.

*Noted*

3) **Pension ‘Debt-on-Withdrawal’ Figure and Valuation Outcome.**

The figure quoted for 30 September 2024 is £191,239. This is a decrease of approximately 9% compared to the previous year's figure of £210,337.

*Noted*

4) **Mark Stolarek Long Service Award.**

Officers left the meeting for discussion of this item, relating to the potential award in accordance with EVH guidance of a long service award to our Housing Officer Mark Stolarek. Following discussion the Management Committee agreed that this payment should be made.

Agreed

5) **External Painting Contract Update.**

Following on from the update at the last Management Committee meeting, the CEO advised that Bell Group recommenced works during the w/c 14.07.25, with additional works charged and evidenced from February 2025.

Noted

6) **Potential MC Member Visit to West Whitlawburn Housing Co-operative.**

West Whitlawburn Housing Co-operative in Glasgow are planning to invite Management Committee members from other Co-ops to visit in October to find out more about their District Heating System and to meet Management Committee members from other Co-ops. Dates are still to be confirmed, and the CEO asked that any interested Committee members should let him know.

Noted

7) **Housing Officer Recruitment.**

The new Housing Officer has been appointed and it is anticipated that they will start at Lister on 18 August.

Noted

8) **FOI/ EIR and Data Protection Update.**

During the period April to June 2025 there were no requests received in relation to the Environmental Information Regulations, and no subject access requests received in terms of the Data Protection Act.

There was one Freedom of Information request received during this period relating to statistics in relation to damp and mould. This request was responded to in full within the relevant timescale.

Noted

9) **Energy Efficiency Work with Edinburgh Council.**

Regarding the proposed works with Edinburgh World Heritage (EWH) on a project to improve thermal efficiency in a Lister flat, EWH have provided assurance in relation to risk management, including the potential to access further funding in the event of cost over-run and/or reduction of the scope of works to balance the anticipated overspend. The Committee approved that officers should progress with relevant contractual documentation.

Approved and officers to progress

19 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:

<b>Member no.</b>	<b>Address</b>	<b>Reason</b>	<b>Cancellation date</b>
None			

20 COMMUNITY ISSUES

There were no community issues identified.

21 ANY OTHER BUSINESS

There was no any other business.

**The meeting closed at 19.50pm.**