

**LISTER HOUSING CO-OPERATIVE LTD**

**Minutes of the Management Committee Meeting held on Tuesday 26 August 2025 at 6.30 pm  
(held face-to-face & virtually using Google Meet)**

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

In attendance: J Rankin (CEO), M Stolarek (Housing Officer), R Foggo (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 41.3 ATTENDANCE	
	There were apologies 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.
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. <i>Noted</i>
7 OFFICE BEARERS' REPORT	
	There was Office-Bearers business to report within the CEO Report (Item 10). <i>Noted</i>
8 ASSURANCE STATEMENT 2025 - REPORT NO. 2	
	The CEO spoke to the report which had been presented to the meeting, summarising key points. Following review, the report was approved. <i>Approved and officers to progress</i>
12 HOUSING OFFICER'S REPORT	

1) **Arrears.** July arrears were £32791.93 an increase of *Noted* £2,518.69 compared to June 2025.

**Former Tenant Arrears.** There was a decrease of £100 *Noted* to the FTAs owing.

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 July. *Noted*

4) **Allocations.** There no lets in July. *Noted*

5) **Overdue gas services.** There were no overdue services since the previous meeting. *Noted and officers to progress*

## 13 CEO REPORT

1) **Q1 Management Accounts and Maintenance Stats.**  
The CEO apologised that the Q1 Management accounts and Maintenance Stats were not available prior to the August meeting and they will be added to the agenda for the September Management Committee Meeting. *Noted*

2) **Health and Safety/ Landlord Facilities Health and Safety.**  
Further to last month's quarterly report and update on delivery of action plans, there are no further specific updates to provide at this month's meeting. *Noted*

3) **Management Committee Annual Reviews/ AGM Planning.**  
The CEO noted that all Management Committee annual reviews had now been completed, and the Chair updated on outputs from the reviews.

In relation to those Management Committee members who would be retiring at the next AGM, and who were affected by the 'Nine Year Rule', the Chair advised that this aspect had been considered during relevant annual reviews, and she was satisfied that both A McDonald and C Littlewood were able to demonstrate their continued effectiveness as Management Committee members. The Treasurer, who had conducted the Chair's Annual Review, confirmed that he was satisfied that the Chair was able to demonstrate her continued effectiveness.

It was noted that each of the 3 affected Management Committee members intended to seek re-election at the upcoming AGM, and following consideration the Management Committee confirmed that it was in agreement with the conclusions of the Chair and the Treasurer.

Separately, this being the last Management Committee meeting before the Annual General Meeting, the Secretary confirmed that Rules 59-64 had been complied with. *Noted*

4) **Housing Officer Recruitment.**

The CEO confirmed that Robert Foggo had been appointed as our new Housing Officer, and that he was currently receiving a handover from the outgoing Housing Officer, Mark Stolarek.

The Chair on behalf of the Management Committee thanked Mr Stolarek for his many years of dedication and service to Lister and its tenants, and also welcomed Mr Foggo to his new post. The Management Committee confirmed that Mr Foggo should be added as a signatory to all relevant bank accounts, removing Mr Stolarek also.

*Noted and Approved*

5) **Notifiable Event Update.**

Regarding the recent Payroll issue reported to the SHR as a Notifiable Event, and the SHR's request for a copy of the minutes of the June Management Committee, the CEO confirmed that the minutes were shared with the SHR and they have subsequently advised that they do not require any further information, and have closed the Notifiable Event in their system.

*Noted*

6) **External Painting Project.**

The CEO advised that the Maintenance Sub Group had met to discuss progress in relation to delivery of the contract, prior to the Management Committee meeting, and noted that the view of the Sub Group was that it would make sense to terminate the contract at the conclusion of phase 1 of the contract, if possible, rather than to proceed to phase 2 at this stage.

Following discussion, including discussion on whether it would be technically competent to terminate the contract at this stage, the Committee agreed that it would be willing to proceed as recommended by the Sub Group, subject to obtaining advice from TC Young on whether it was possible to terminate at this point. The CEO confirmed that he would contact TC Young to discuss, and thereafter would progress accordingly, of course updating the Maintenance Sub Group and the Management Committee as necessary.

*Agreed*

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

The CEO reminded the Management Committee of the event on 7<sup>th</sup> October and to contact him to advise if interested in attending.

*Noted*

8) **Potential Membership of the Confederation of Co-operative Housing.**

Along with Officers from the 6 other Scottish RSL Co-ops, the CEO met with the Chief Officer of the Confederation of Co-operative Housing (CCH) to discuss the potential benefits that membership of the CCH might bring. The CCH have advised that they would be willing to attend a Management Committee Meeting to answer any questions that Management Committee members might have. A query was raised in relation to the fact that CCH has not previously worked in Scotland, and the CEO noted that they were of the view that, given their substantial experience in England, and in the event that all Scottish Co-ops wished to proceed, CCH would be able to dedicate sufficient resource to bringing themselves quickly up to speed with the Scottish system and stakeholders.

Following further discussion, the Management Committee agreed that it would be helpful to obtain the views of the other Scottish Housing Co-ops, and to that end the CEO noted that an officer level catch up was planned in early course, and he would feedback to the Committee in relation to the other Scottish Housing Co-ops' views in September.

*Noted*

9) **Life Assurance Cover Renewal.**

The CEO spoke of the component of employee life assurance cover in place as part of our pension offering which is due to renew on 1 October 2025. The Committee discussed and no action is required.

*Noted*

## 14 MEMBERSHIP

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

*Noted*

<b>Member no.</b>	<b>Address</b>	<b>Approval date</b>	<b>Date of start of membership</b>
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976	Keir Street	18.08.25	14.07.25
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2) **Cancellations.** Committee approved the following cancellations of membership:

*Approved*

<b>Member no.</b>	<b>Address</b>	<b>Reason</b>	<b>Cancellation date</b>
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865	Keir Street	Left Co-op	15.07.25
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## 15 COMMUNITY ISSUES

None raised.

## 16 ANY OTHER BUSINESS

J Dydak had been approached by a tenant who is an experienced Gardener and was wondering if Lister would be looking to employ a Gardener in the future. Unfortunately, due to a conflict-of-interest Lister is unable to employ a tenant.

*Noted*

The Chair noted that she had been approached by some tenants wishing to help out in the gardens. She suggested the possibility of setting up a tenant led garden group made up of tenants, although noted that further discussions on the management of the gardens would follow.

*Noted*

**The meeting closed at 19.45**