

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 30 September 2025 at 6.30 pm (held face-to-face & virtually using Google Meet)

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

In attendance: J Rankin (CEO), R Foggo (Housing Officer).

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 C Goodwin, 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 A McDonald, 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 no Office-Bearers business to report.	<i>Noted</i>

8 QUARTERLY ACCOUNTS Q1

A Ross presented the Finance Report and Management Accounts for the first quarter to 30 June 2025. The surplus amounted to £16,734, with the forecast anticipating a surplus of £1,053. The total income was £276,017 which is £1,346 less than the forecast position of £277,363. Actual operating costs to June 2025 were £259,283 which is £17,027 less than the forecast position of £276,310. This positive variance is primarily due to underspends on housing management, day to day, cyclical, enhancements and adaptations, major repairs, service costs and non-housing activities.

On a separate note, in relation to auditors' recommendation that Lister considers capitalising windows, Mr Ross and the CEO advised that they had recently met to consider how to implement this action, as well as the capitalisation of boilers, and that further updates would follow on this in due course.

Following review, Committee approved the Finance Report and Management Accounts for the quarter ended 30 June 2025.

A Ross was thanked and left the meeting at 18.45.

Approved

9 MAINTENANCE QUARTERLY STATS Q1

The CEO noted that there was a generally positive picture, with costs close to or below budget, response times below target, and that higher repair satisfaction. Committee noted the statistics for the quarter ended 30 June 2025

Noted

10 RE-AFFIRMATION FOR EXISTING COMMITTEE MEMBERS/ DECLARATIONS OF INTEREST

The CEO explained that Rule 40 sets out the circumstances under which a committee member cannot be appointed or elected. If anyone is affected, they must declare it. Noted that there were no declarations to be made.

The CEO also noted that the annual Declaration of Interests form would be distributed to all Management Committee members for completion and return, in order to confirm that they will abide by the Code of Conduct for Management Committee members, and the Entitlements, Payments & Benefits policy.

No members said they were ineligible

11 EPB DRAFT POLICY/ CONTRACTOR LIST 2025

The CEO noted that the updated Model Code of Conduct for Management Committee members was submitted for approval, albeit this had been reviewed by the Management Committee at its away day earlier this year. Following consideration, the Code was approved.

The updated list of contractors and service providers (which Committee members and Staff are prohibited from using) was also reviewed, noted and approved. Also noted that officers were taking forward work on tendering in relation to key contracts.

Approved

12 ELECTION OF OFFICE BEARERS

Chair – L Alexander Chair – L Alexander was nominated by J McCuaig. There were no other nominations, and L Alexander had previously indicated that she was willing to act as Chair, so L Alexander was re-elected Chair.

Treasurer - A McDonald was nominated by S Baxter. There were no other nominations, and A McDonald had previously indicated that he was willing to act as Treasurer, so A McDonald was re-elected Treasurer.

Secretary – J McCuaig was nominated by S Baxter. There were no other nominations, and J McCuaig had previously indicated that she was willing to act as Secretary, so was re-elected as Secretary.

Office bearers elected.

Noted that these three Office Bearers are authorised to use the Seal and sign paperwork for the co-operative.

Authorised for use of seal and to sign.

13 MANAGEMENT COMMITTEE COMPOSITION OF SUB GROUPS

The Management Committee discussed the sub groups and it was agreed that membership should remain the same as last year, with the only change being J Renton to join the Maintenance Sub Group.

Approved

14 ANNUAL PRIORITIES UPDATE

Committee reviewed the update on delivery of Annual Priorities which had been provided to the meeting, and following discussion, the update was noted.

Noted

15 SHR ASSURANCE STATEMENT 2025 – REPORT NO. 3

The CEO spoke to the report which had been provided. The CEO noted that, as well as the information provided in the report, and the discussion at today's meeting, officers would be pleased to answer any further questions, or to meet with Management Committee members individually as needs be, should they require any further information in relation to any aspect.

Committee reviewed the report, and following discussion and consideration, the report was approved.

Approved

16 HOUSING OFFICERS REPORT

- 1) **Arrears.** August arrears were £36,118 an increase of £3,559 compared to July 2025.

Noted

- Former Tenant Arrears.** There was a decrease of £100 to the FTAs owing. *Noted*
- 2) **Individual arrears.** Cases owing more than 2.5 months' rent 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.** The one void property from 09/05/2025 was relet via Edindex on 11/08/2025. *Noted*
Total void loss was £1189.65 for 85 days.
- 4) **Allocations.** One relet in August, via Edindex. *Noted*
One assignation and one single to joint tenancy requests were received in August.
- 5) **Overdue gas services.** There were no overdue services since the previous meeting. *Noted and officers to progress*
- The Management Committee noted the updated report format and slight changes to the information provided. *HO to update report template*
Requests were made to ensure the arrears banding information table sat on one page and that the arrears cases over 2.5 months were numbered, in future reports.

17 CEO REPORT

- 1) **Health and Safety/ Landlord Facilities Health and Safety.**
The CEO noted that there were no specific updates to provide to this month's meeting. *Noted*
- 2) **ARCHIE Update.**
The Management Committee discussed the query from ARCHIE senior officers in relation to whether it might in principle be interested in meeting with committee members from other ARCHIE peer organisations. Following consideration, the Management Committee agreed that it would be interested in a meeting between committee members, perhaps as an opportunity to discuss bigger projects or to update on current work. The Management Committee agreed that they would not necessarily require such an event to be facilitated by officers. The CEO agreed and advised that he would share this feedback at the next ARCHIE meeting. *Agreed and officers to progress*
- 3) **Annual Financial Statement reporting to SHR and FCA.**
The CEO confirmed that all relevant regulatory returns and submissions had now been submitted to both the FCA and the SHR. *Noted*
- 4) **Use of the Lister Office for Non Lister groups.**
The CEO discussed this request, and following discussion of the potential security, insurance and risk management

implications in relation to non-Lister Groups using the office, the Management Committee's preference at this time would be that this is not taken forward.

Noted

5) **External Painting Contract.**

The CEO confirmed that it had been agreed with the painting contractors that the contract would terminate after the completion of the works on the Main Site, rather than progressing to the New Site.

Noted

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

The CEO updated on the date and time for the event, and asked that anyone else who might still be interested in attending should let him know.

Noted

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

Following on from the update provided in relation to peer organisation feedback, the Management Committee agreed that it would be helpful to hear directly from the CEO of CCH, and CEO agreed to set this up.

Agreed and officers to progress

8) **Potential CCTV Cameras at Keir Street Gate.**

Following consideration and discussion of the update on this issue, the Management Committee agreed that it would be helpful for an update to be added to the next Newsletter in relation to the importance of reporting to the police using the '111' number, and officers also agreed to explore whether there might be any possibility that the Council could instal a camera.

Agreed and officers to progress

9) **Tenant Survey/ Equalities Data Gathering**

The Management Committee noted that preparations had commenced in relation to both of these pieces of work, with further updates to follow.

Noted

18 MEMBERSHIP

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

Member number	Address	Date of meeting	Date of start of membership
977	Archibald Place	25.07.25	01.08.25
978	Archibald Place	25.07.25	01.08.25
979	Heriot Place	08.07.25	11.08.25

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

Member number	Address	Reason	Cancellation date
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952	Archibald Place	Left Co-op	07.082508.25
962	Archibald Place	Left Co-op	07.072507.25

19 COMMUNITY ISSUES

None raised.

20 ANY OTHER BUSINESS

C Littlewood raised a query in relation to whether it would be possible to consider a programme of extractor fan inspection, replacement and repair. The CEO advised that officers would consider this query.

Noted and officers to consider

The Chair noted that Committee member J Renton had requested a leave of absence from the Management Committee for a period of 3 months (including today's meeting). Following a vote on a show of hands, the Management Committee decided to agree to this request.

Approved

The meeting closed at 19.45