

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 17 February 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, L Bald, S Baxter, J Dydak, C Goodwin, J Leith, J Renton.

In attendance: R Foggo (Housing Officer), F Dodds (Housing Assistant), A Ross (Harbour Homes Group Finance Manager), Claire Beckley (Data Protection Officer).

Claire Beckley (Data Protection Officer) joined the meeting virtually to deliver a Data Protection refresher and update for the Management Committee Members.

6.50 PM MAIN MEETING

ITEM	DECISION/ACTION
1 CONFIDENTIAL BUSINESS	
There was no confidential business.	
2 APOLOGIES FOR ABSENCE & RULE 41.3 ATTENDANCE	
There was an apology from C Littlewood and J Rankin.	
No one affected under Rule 41.3 (attendance clause in Rules).	<i>Noted</i>
3 DECLARATION OF INTERESTS	
There were no declarations of interest.	
4 TOPICS FOR ANY OTHER BUSINESS	
There was one item to be raised as AOB.	<i>Noted</i>
5 MINUTES OF THE PREVIOUS MEETING	
J Renton 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.	
8 QUARTERLY ACCOUNTS: QUARTER 3 OCT - DEC 2024	
(a) A Ross presented the Finance Report and Management & Accounts for the third quarter to 31 December 2025. The surplus	
(b) amounted to £4,911, with the forecast anticipating a surplus of	

£23,847. The total income was £829,893 which is (£2,266) less than the forecast position of £832,159. Actual operating costs to December 2025 were £824,982 which is (£16,670) more than the forecast position of £808,312. There were overspends reported in day-to-day maintenance and accelerated spend in cyclical. These were offset by underspends in Housing Management, Enhancements/Adaptations, Major Repairs, Bad Debts and Non-housing Activities.

Following review, Committee approved the Finance Report and Management Accounts for the quarter ended 31 December 2025. *Approved*

A Ross was thanked and left the meeting at 19.05.

9 RENT REVIEW FEEDBACK & BUDGET APPROVAL

There had been no tenant feedback received in relation to the recent consultation on the proposed rent review. Committee approved the budget and rent review for the year 2026-27 based on a 4.8% rent increase for all tenants. *Approved budget and rent review*

10 FINANCIAL/GOVERNANCE MATTERS

- a) Following review, Committee approved the Statement of Internal Controls and Statement on Reserves.
- b) Following review, and discussion in relation to the potential circumstances in which an impairment might apply, Committee approved the Impairment Review. *Approved and Noted*

11 QUARTERLY MAINTENANCE STATISTICS Q3: OCT-DEC 2023

Committee noted the statistics for the quarter ended 31 December 2025. *Noted*

12 TENANT SURVEY

The Housing Officer spoke to the report which had been submitted to the meeting, noting that results were generally positive. The HO noted that the report was still under consideration by officers, and that a full report would be issued to the March Management Committee Meeting. *Noted*

13 UNACCEPTABLE ACTIONS POLICY REVIEW

The Housing Officer spoke to the Unacceptable Action Policy review and update. The Management Committee approved. *Approved*

14 HOUSING OFFICER'S REPORT

- 1) **Arrears.** January arrears were £22,469 a decrease of £493 compared to December 2025. *Noted*

Former Tenant Arrears. January FTAs were £15,363.10, a decrease of £491.94 compared to December 2025. *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 were no new void properties in January. *Noted*
- 4) **Allocations.** There were no re-lets in January. *Noted*
- 5) **Overdue gas services.** There were no overdue services since the previous meeting. *Noted*

15 CEO REPORT

- 1) **INTERNAL AUDIT TENDER**
The CEO has now published the tender for our internal audit service. The tender closes on 2nd March and an update will be provided to the Management Committee at the March meeting. *Noted*
- 2) **CO-OPS ROUNDTABLE MEETING WITH SHR/ CCH MANIFESTO LAUNCH**
Lister, along with 4 other Scottish Housing Co-ops have been invited to a roundtable meeting with the SHR. The CEO and the Chair will attend the meeting. Following the meeting, the CEO will share the Manifesto which will be discussed at the March Management Committee meeting. *Noted*
- 3) **KEIR STREET WORKS TENDER**
The tender for the proposed works at 12 Keir Street has closed, and F3 Surveyors, who conducted the tender on our behalf are conducting checks on the responses before reporting to us on them. The CEO will keep the Management Committee updated on the progress. *Noted*
- 4) **EXTERNAL PAINTING PHASE 2**
The CEO has been in discussions with the SPA in relation to how we can take forward a tender in relation to Phase 2 of the external painting contract. Details will be provided at the March Management Committee meeting. *Noted*
- 5) **GARDENS UPDATE**
Following review of quotes for the proposed maintenance works required on our trees, in relation to the planned planting at the front of Lauriston Place, it has been agreed Lord of the Trees should proceed with both the remedial works and the planting. The CEO will keep the Management Committee updated on plans and progress. *Noted*
- 6) **LEAVE OF ABSENCE**
The CEO will provide an update at the March Management Committee meeting. *Noted*
- 7) **HEALTH AND SAFETY/ LANDLORD FACILITIES HEALTH AND SAFETY**

There are no specific health and safety related issues to update the Management Committee on at this month's meeting.

Noted

16 MEMBERSHIP

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

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
825	Lauriston Place	Left Co-op	23.01.26
133	Lauriston Place	Left Co-op	30.01.26

17 COMMUNITY ISSUES

There were no community issues.

18 ANY OTHER BUSINESS

R Foggo, on behalf of a tenant raised the question of the draft minutes being uploaded to the Lister website? There is a procedure for the minutes of the meetings and they require Committee approval before being published.

The meeting closed at 7.35pm.