

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 28 April 2026 at 6.30pm

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

In attendance: J Rankin (CEO), 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 40.3 ATTENDANCE	
There were apologies from S Baxter and L Bald.	
No one affected under Rule 41.3 (attendance clause in Rules, formerly Rule 40.3).	<i>Noted</i>
3 DECLARATION OF INTERESTS	
There were no declarations of interest.	<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 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.	
7 OFFICE BEARERS' REPORT	
There was no Office-Bearers' business to report.	
8 REGISTERS – SIGNING OFF 2025-26 FINANCIAL YEAR	
The CEO spoke to the report on the registers which had been presented to the meeting. Following review, the Committee noted the contents of the report and approved the Chair to sign relevant registers where appropriate.	<i>Approved</i>
9 RECHARGE REPAIR, FORMER TENANT ARREARS AND BAD DEBT WRITE OFFS	

- Committee noted the report which showed (a) outstanding recharge repair costs of £3,719.88 (b) an increase of £6264.97 in FT Arrears with £1858.74 received and (c) £614.03 in bad debt write offs in the financial year 2025-26. Committee noted the that the increase in FR Arrears was due principally to a single large debt, and noted also the reduction bad debt provision, due to the overall improved picture in relation to arrears management this year. *Noted*
- 10 COMPLAINTS HANDLING PROCEDURE- Q4 STATS
- The CEO spoke to the report for Quarter 4, January to March 2025-26, which showed complaints received and responded to during this period, as well as relevant learning from complaints. *Noted*
- 11 STAFFING NEEDS REVIEW
- The CEO spoke to the Report to the Employment Sub Committee Meeting of 20 April 2026 regarding the review of staffing needs and options.
- Following discussion in relation to Lister's staffing needs generally, and how the proposed functions could best be carried out and resourced, the Committee decided to proceed with the proposal of creating two fixed term 2 year part-time posts of a Housing Assistant and a Maintenance Officer (both 28 hours per week). *Agreed*
- 12 POLICY REVIEW – DATA PROTECTION/ FOI AND MAINTENANCE
- The CEO spoke to the Policies which have been reviewed and updated. The Management Committee approved the policies. *Approved*
- 13 HOUSING OFFICER'S REPORT
- 1) **Arrears.** March arrears were £18,250 a decrease of £3230 compared to February 2026. *Noted*
 - Former Tenant Arrears.** There was a decrease of £180 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 were two void properties in March. *Noted*
 - 4) **Allocations.** There were two re-lets in March. *Noted*
 - 5) **Overdue gas services.** There were no overdue services since the previous meeting. *Noted*
- 13 CEO REPORT
- 1) **SHR Update.**

The SHR has contacted all RSLs in relation to this year's Assurance Statement, asking that, in this year's statement, Landlords provide specific assurance that they have comprehensive, good quality and up to date information on the construction, components and condition of their homes, as this is essential for providing assurance about tenant and resident safety, and for financial planning.

Noted

2) **Leave of Absence Request.**

A Management Committee member, L Bald, has requested a leave of absence up to and including the June Meeting. The Committee approved the leave of absence.

Approved

3) **Tender Update.**

In relation to the tender for the New Site external painting contract, the CEO had discussed with SPA, and proposed a pre-tender open morning for those contractors who are interested in tendering for the work, in order that we can discuss our requirements, and they can review the site/ ask any questions ahead of the tender being issued.

The Committee agreed that this will take place on 1st May 2026 at 10am, and the Chair, and J-L Addams volunteered to attend the meeting also.

Noted

4) **Internal Stair Painting.**

The CEO noted that, in the past, Lister had typically conducted our internal stair painting programmes approximately every 10 years, and noted that it is now circa 10 years since we last completed internal painting. The Committee discussed the stair painting, and other works required, and agreed that it would be sensible to take the opportunity to review the condition of our stairs, and our needs in this regard, with a view to potentially including any required work in the budgets for future years (ie beyond 26-27).

Noted

5) **Data Protection/ Freedom of Information Update.**

During this quarter we received one subject access request, and one Freedom of Information request, both from a tenant, and both of which related to, or arose from, complaints. Both requests were responded to in full, within timescales.

Noted

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

The quarterly Health and Safety report will be submitted to next month's meeting. In relation to the updated risk assessments mentioned in last month's report, we have identified a specialist contractor to take forward the updated common area fire assessments and await prices in relation to the updated Legionella risk assessments.

Noted

14 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:

Member no.	Address	Reason	Cancellation date
None			

15 COMMUNITY ISSUES

There were no community issues.

16 ANY OTHER BUSINESS

None.

The meeting closed at 7.35pm.