

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 26 May 2026 at 6.30pm

Committee Members present: L Alexander, A McDonald, J McCuaig, J L Addams, C Littlewood, S Baxter, J Leith (online).

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 40.3 ATTENDANCE	
There were apologies from J Dydak, J Renton, 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 ANNUAL RETURN ON CHARTER (ARC) 2025-26	
The CEO spoke to this year's report, which had been prepared by officers, noting that there was generally improved performance across many areas this year, such as emergency repair response times, SHQS compliance, rent collection and rent arrears. The CEO noted with regard to Damp and Mould response times that these were lower than we would like, in part due to delays with external contractors, however with the proposed additional	

resource that we were recruiting, it was anticipated that our management and response times in this area would improve.

The CEO noted that the version of the ARC submitted to today's meeting was still subject to final staff reviews, and the Management Committee agreed that any further minor adjustments should be reported to the next Management Committee meeting. Subject to that caveat, the Management Committee approved the ARC for submission to the SHR. *Approved*

9 FIVE YEAR FINANCIAL PROJECTIONS

Committee noted the report which the CEO advised was based on a combination of the Management Accounts, the Budget, and the 30 year Financial Plans. 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 H&S COMMITTEE REPORT AND ACTION PLANS

The CEO spoke to the report for Quarter 4, January to March 2025-26, noting progress and updates in relation to key areas. A query was raised in relation to 2 electrical lighting bollards in the back green area of the Main Site, which had toppled over, causing a potential H&S risk. The CEO advised that these had previously been raised with the relevant contractor, but that officers would pick this up with them again with a view to completing this work as soon as possible. *Noted*

11 HOUSING OFFICER'S REPORT

- 1) **Arrears.** April arrears were £18,680 an increase of £430 compared to March 2026. *Noted*
Former Tenant Arrears. There was a decrease of £130 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 property in April. *Noted*
- 4) **Allocations.** There were no re-lets in April. *Noted*
- 5) **Overdue gas services.** There were no overdue services since the previous meeting. *Noted*

12 CEO REPORT

- 1) **Workload Update.**

The CEO spoke to his recent personal circumstances which had a knock on impact on workload, most significantly in relation to this year's audit field work.

The CEO advised that auditors had been very accommodating, and that a revised timeline had been discussed, which would involve fieldwork in the last week of July. The Management Committee noted the update. *Noted*

2) **Staffing Update.**

The CEO updated on the discussions at the Employment Sub Group, and its recommendations in relation to re-advertising the 2 posts in order to encourage a higher response. Following discussion, the Management Committee agreed to the Employment Sub Group's recommendations in relation to re-advertising the posts, and authorised officers to progress. *Agreed*

3) **Fiftieth Anniversary Planning.**

The working group members advised that they had been making good progress in relation to materials and preparations for the upcoming 50th anniversary celebration in September, and a suggestion was made in relation to potentially contacting a community-based organisation such as Social Bite in relation to catering. The Management Committee noted the update. *Noted*

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

Noted that a separate report had been issued with the papers for the meeting. *Noted*

5) **Insurance Renewal.**

The Management Committee noted the proposed reduced premium this year, and agreed to renew on the terms offered by insurers. *Agreed*

13 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
720	Keir Street	Left Co-op	7.5.26

14 COMMUNITY ISSUES

There were no community issues.

15 ANY OTHER BUSINESS

None.

The meeting closed at 7.25pm.