

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 25 August 2026 at 6.30pm

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

In attendance: J Rankin (CEO), R Foggo (Housing Officer), and S Beattie (CT, Auditor)*

*Left the meeting after Item 10.

6.30 PM MAIN MEETING

ITEM	DECISION/ACTION
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1	CONFIDENTIAL BUSINESS
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There was no confidential business.

2	APOLOGIES FOR ABSENCE & RULE 40.3 ATTENDANCE
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There were no apologies, and no one affected under Rule 41.3 (attendance clause in Rules).

Noted

3	DECLARATION OF INTERESTS
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There were no declarations of interest.

Noted

4	TOPICS FOR ANY OTHER BUSINESS
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There were no points to be raised under Community Issues/ AOB.

Noted

5	MINUTES OF THE PREVIOUS MEETING
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L Bald proposed, seconded by J-L Addams, that the minutes of the previous meeting be accepted as a true record, and this was agreed.

Approved

6	MATTERS ARISING
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There were no matters arising.

Noted

7	OFFICE BEARERS' REPORT
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There was no Office-Bearers business to report.

Noted

8	FINANCIAL STATEMENTS
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S Beattie from CT outlined the Financial Statements. They depicted all the information contained in the Management Accounts as well as the Report of the Committee of Management, the Statement of Committee Responsibilities and the Statement of Internal Financial Controls.

Following review, Committee approved the Financial Statements. *Approved*

9 AUDIT SUMMARY REPORT AND TECHNICAL GUIDANCE
FROM CT, AUDITOR

- 1) The Audit conclusion stated that the Financial Statements give a true and fair view of the state of the Co-operative's affairs at 31 March 2026 and that they complied with relevant standards. Satisfactory assurances were gained on the risk areas identified at the planning stage.
- 2) The respective responsibilities of the Committee and the auditor were specified.
- 3) Significant audit and accounting matters. There were only minor matters of adjustment, and no control recommendations in the audit report, both of which had been accepted by officers.

*Approved
Report and CEO
to respond*

10 LETTER OF REPRESENTATION FROM LISTER TO CT –
DRAFT FOR APPROVAL

It was explained that this is the Committee's confirmation to the auditor that it has fulfilled its responsibilities and provided all necessary information including from the year-end date until today.

*Approved for the
Chair to sign*

11 HOUSING OFFICER'S REPORT

- 1) **Arrears.** July arrears were £15,404 a decrease of £364 Compared to June 2026. *Noted*

Former Tenant Arrears. There was a decrease of £200 in FTAs owing, to £13,105.20. *Noted*
- 2) **Individual arrears.** These were noted by the Management Committee, as outlined in the report. *Noted*
- 3) **Void.** There was one void property in June. *Noted*
- 4) **Allocations.** There no re-lets in July. *Noted*
- 5) **Overdue gas services.** There were no overdue services. *Noted*

12 ASSURANCE STATEMENT REPORT 2

The CEO spoke to the report which had been presented to the meeting, including reiterating the offer to all Committee members to provide any further information they may require in relation to any of the areas covered in the report. The CEO summarised key points. Following review, the report was approved.

Approved

13 CEO REPORT

- 1) **Management Committee Update**
The CEO advised that Committee member Joanna Dydak has resigned from the Management Committee, effective

from 10th August 2026. The Management Committee noted its thanks to Ms Dydak for her hard work on behalf of Lister and its tenants during her time on the Committee. *Noted*

2) **FOI/ EIR and Data Protection Update**

The CEO updated on requests made during the quarter. *Noted*

3) **Pension Debt on Withdrawal and Valuation**

Noted that the figure quoted for 30 September 2025 is £149,240, a decrease compared to the previous year's figure of £191,239. *Noted*

4) **New Site External Painting**

The CEO updated on progress in relation to this issue, and the challenges experienced to date in terms of levels of interest and price. The Management Committee noted that due to timing/ cost, it may be necessary to re-budget this proposed work for the next financial year, and officers to keep the Management Committee updated accordingly. *Noted and officers to progress*

5) **Keir Street Works**

The CEO noted that works were due to commence onsite in September 2026, and officers were writing to affected tenants to update. *Noted*

6) **Health and Safety**

No issues to report this month. *Noted*

13 MEMBERSHIP

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

Member no.	Address	Approval date	Date of start of membership
988	Keir Street	02.07.26	06.07.26

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

Member no.	Address	Reason	Cancellation date
None			

14 COMMUNITY ISSUES

None.

15 ANY OTHER BUSINESS

None

The meeting closed at 19.35