

LISTER HOUSING CO-OPERATIVE LTD

Minutes of the Management Committee Meeting held on Tuesday 25 November 2025 at 6.30 pm (held face-to-face & virtually using Google Meet)

Committee Members present: **F-to-F:** L Alexander, A McDonald, J McCuaig, J L Addams, L Bald, S Baxter, J Dydak, J Leith, C Littlewood

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

Online: A Ross (Harbour Homes Group Finance Manager), Blaze Lambert (CCH CEO).

6.30 PM MAIN MEETING

Blaze Lambert, the CEO of Confederation of Co-operative Housing was welcomed to the meeting.

Mr Lambert introduced himself and gave a brief talk about CCH and the benefits of Membership and then answered questions from the Management Committee. Mr Lambert was thanked for his time and input, and left the meeting, and the Committee agreed to discuss this further under Agenda item 16, Any Other Business.

DECISION/ACTION

ITEM

1 CONFIDENTIAL BUSINESS

There was no confidential business.

2 APOLOGIES FOR ABSENCE & RULE 41.3 ATTENDANCE

There was an apology from C Goodwin.

No one affected under Rule 41.3 (attendance clause in Rules).

Noted

3 DECLARATION OF INTERESTS

There were no declarations of interest.

4 TOPICS FOR ANY OTHER BUSINESS

There were no items to be raised as AOB.

Noted

5 MINUTES OF THE PREVIOUS MEETING

J Dydak, seconded by J McCuaig, that the minutes of the previous meeting be accepted as a true record, and this was agreed.

Approved

6 MATTERS ARISING

There were no matters arising.

Noted

7 OFFICE BEARERS' REPORT

There was no Office-Bearers business to report.

8 QUARTERLY ACCOUNTS: QUARTER 2 - YEAR TO 30 SEPTEMBER 2025

- (a) A Ross presented the Finance Report and Management Accounts & for the six months to 30 September 2025. The surplus amounted to £3,432, with the revised forecast anticipating a surplus of £9,252 at 31 March 2026. The actual income to September was £552,692 compared to forecast of £554,773. Committee approved the Finance Report and Management Accounts for the six months to 30 September 2025.

Agreed that Mr Ross will add a paper reporting on any reforecast in the future.

Approved

Mr Ross was thanked and left the meeting at 19.10.

9 QUARTERLY MAINTENANCE STATISTICS – Q2 JULY-SEPTEMBER 2025

The CEO spoke to the report which had been provided, and Committee noted the statistics for the quarter to 30 Sept 2025.

Noted

10 MANAGEMENT OF LISTER GARDENS

The CEO spoke to the report and the Management Committee discussed the options which had been set out. Following consideration, agreed that the CEO will send out a hard copy of the garden policy for the Committee to make a decision (the deadline for comments/decision will be 6 January 2026). The CEO will bring the policy paper to the Management Committee meeting in January 2026.

Officers to progress

11 HOUSING OFFICER'S REPORT

- 1) **Arrears.** October arrears were £25,119 an increase of £9026 compared to September 2025.

Noted

Former Tenant Arrears. There was no difference to the FTAs owing. The Management Committee discussed the possible merits of using a debt collection agency in relation to higher former tenant arrears. Officers agreed to consider this and to report back to the Management Committee on the potential for this.

Noted and officers to progress

- 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 in October.

Noted

- 4) **Allocations.** There was no re-let in October.

Noted

- 5) **Overdue gas services.** There were no overdue services since the previous meeting.

Noted

13 CEO REPORT

- 1) **External Audit Tender.**

The outcome of the Tender has yet to be posted to the Public Contract Scotland portal, and so the successful bidder has not yet been notified. The CEO will keep the Management Committee updated on progress.

Noted

2) **Payroll Services.**

The CEO outlined the 2 proposals which had been received for the management of Lister's payroll service, and following consideration the Committee agreed that it would make sense for CT to take on this work.

Agreed and officers to progress

3) **Tenant Participation Review.**

The review was discussed and noted.

Noted

4) **Christmas Events and Committee/ Staff Meal.**

Agreed that Lister tenants over 65 years of age will receive a voucher as usual, and children under 16 will receive £10 cash for Cinema tickets. The suggested date for the annual meal is Friday 30th January 2026.

Noted

5) **Lister Trees.**

The CEO is awaiting on costs from two possible suppliers then will pick up with Office Bearers as necessary before the January meeting.

Noted

6) **Health and Safety Landlord facilities.**

There was no update for November 2026.

14 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
242	Heriot Place	Left Co-op	29.10.25
884	Heriot Place	Left Co-op	13.10.25
916	Heriot Place	Left Co-op	13.10.25
917	Heriot Place	Left Co-op	13.10.25

15 COMMUNITY ISSUES

There were no community issues.

Noted

16 ANY OTHER BUSINESS

The Committee discussed the proposal from CCH and are all happy to join.

The meeting closed at 8pm.