



**Hunters Hall Housing Co-op**

**77 Niddrie House Drive**

**Edinburgh EH16 4TR**

**Tel No: 0131 657 3379**

**[contact@huntershall.org.uk](mailto:contact@huntershall.org.uk)**

**HAC 130 & FCA 2271 R (S)**

**Co-operative and Communities Benefits Societies Act 2014**

**The Co-op has adopted the Scottish Federation of Housing Associations  
Charitable Model Rules (Scotland) 2013**



# Hunters Hall Housing Co-op Ltd

About us  
2018 - 2019

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**Edinburgh, EH16 4TR**  
**Tel No: 0131 657 3379**  
**[contact@huntershall.org.uk](mailto:contact@huntershall.org.uk)**

## **Office opening hours**



<b>MONDAY</b>	9.00 - 12.30
<b>TUESDAY</b>	10.00 - 12.30
<b>WEDNESDAY</b>	9.00 - 16.00
<b>THURSDAY</b>	9.00 - 12.30
<b>FRIDAY</b>	9.00 - 12.30

### **Appointment not required**

The office door is open from 9.00 until 12.30. You can come in any time during these hours to report repairs, pay rent by debit card, make complaints and ask about your transfer application or housing benefit application, or to discuss your rent account.

### **Appointments**

After 12.30 we cannot guarantee there will always be two members of staff in the office, therefore for staff safety reasons the office door is closed.

Arrangements can be made however for afternoon appointments in the office or at your home. Just contact us at the office to make an arrangement.

The office is closed on public holidays and is usually closed for the fortnight over Christmas and New Year.

### **Emergency repair phone number**

When the office is closed you can report emergency repairs by phoning **0131 657 3379** and you will be given an option to connect your call to the appropriate emergency repair service. Once the phone call is connected to the emergency repair service the Co-op covers the cost of the phone call.

### **Contacting us by e mail or leave a message on the telephone answer machine**

You can contact us by sending an e mail to

Repair enquiries or requests: [lhamilton@huntershall.org.uk](mailto:lhamilton@huntershall.org.uk)

Complaints or requests for information: [contact@huntershall.org.uk](mailto:contact@huntershall.org.uk)

Whenever the office is closed we turn the telephone answer machine on. Once you have dialled our number, 0131 657 3379, press number 3 and you can leave a short message. We will return your call whenever the office re-opens.

## Agency services

### Accountant services

The Co-op employs accountancy services from Manor Estates Housing Association. The Accountant's main tasks are to provide good practise advice and to make sure the Co-op keeps proper financial records. The Accountant also assists with the preparation and presentation of the annual accounts, quarterly management accounts, and the annual budget. Kathryn Miller is the Accountant.

### Book keeper services

The Co-op employs Book keeping services from a consultant for 7 hours per week, their main tasks are to reconcile bank accounts, organise the payment of invoices, input data into our financial computer records and prepare information for the Accountant. James Campbell is the Book keeper.

### Technical service

The Co-op employs technical services from D R Associates. This service includes guidance about legal requirements, good practise advice and the management of planned maintenance contracts. Day to day repair services are also provided and include pre and post inspections, Scottish Housing Quality Standards (SHQS) house condition surveys, void house inspections, energy performance rating inspections and asbestos checks. Roger Gibson is the Technical Advisor.

### Financial Inclusion Services

We employ Financial Inclusion services from Castle Rock Edinvar Housing Association for 6 hours per week. This service includes assistance with housing and welfare benefit applications including appeals. Fiona Bonar is the Welfare Rights Officer.

#### Our Solicitors

**TC Young**

Phone: 0131 220 7660

#### Finance Auditor

**Alexander Sloan**

Phone: 0131 228 7979

#### Lender

Nationwide Building Society

#### Banking Services

Bank of Scotland

#### Computer Support Services

TSG

Phone: 01698 404540

#### Computer Software

SDM

Phone: 01244 301661

## The Staff

		Full Time/ Part time	Date joined the Co-op
Interim Director	<b>Geraldine Connolly</b>	F	2018
Senior Housing Officer	<b>Sylvia Clyde</b>	P	2002
Temporary Housing Officer/ Projects	<b>Stuart Orr</b>	P	2018
Senior Administrator	<b>Alison Morton</b>	P	2003
Housing Service Assistant	<b>Lesley Hamilton</b>	P	2006
Receptionist/Clerical Officer	<b>Linda Steel</b>	P	2018

## Finance

Our financial year is from 1st April to 31st March.

The Co-op's income comes from the rents paid by Co-op Tenants.  
Between 1<sup>st</sup> April 2018 and 31<sup>st</sup> March 2019 we hope to receive the following income:

Rents & service charge	£904,546
Interest from bank account:	£ 150
Medical Adaptation Grant	£ 3,150
Rechargeable repairs	£ 3,150
Total income	£910,996

Between 1<sup>st</sup> April 2018 and 31<sup>st</sup> March 2019 we have budgeted to spend the following:

Repairs	£185,140
Services*	£ 27,470
Major repair costs	£180,000
Loan interest payments	£ 20,500
Office overheads	£121,698
Staff costs + Agency costs	£231,124
Insurance for houses and flats	£ 21,324
Total expenditure	£787,256

\*services include stair cleaning, back green maintenance and communal landscape maintenance.

### Type of houses we own

Main door houses	43
Main door flats	47
Flats	111
Total	201

## History

In the early 1980s the Edinburgh City Council Tenants of Niddrie House were very dissatisfied with their houses and the services they were receiving so they joined together to demand better housing conditions. In 1988 they registered as a landlord with the Housing Corporation (now known as the Scottish Housing Regulator) and the Friendly Society (now known as the Co-operative and Communities Benefits Society) and became Hunters Hall Housing Co-op Ltd.

At the time the Council did not have the money to improve the houses so supported the idea of changing the ownership of the houses particularly as the new housing organisation could then attract grants from the national government through the Housing Corporation (which later became known as Scottish Homes and is now known as the Scottish Housing Regulator). The Co-op bought the land and houses from the City of Edinburgh Council using both grant money from the Housing Corporation and money borrowed from the bank. Some houses were demolished including a multi storey block. Some new houses were built and others were substantially upgraded.

## Today we have 201 houses and flats

Phase Number	Handover date	No houses/flats	Addresses
1	1992 All refurbished flats	44	61 - 93 Niddrie House Drive (Odd numbers)
2	1993 All refurbished flats	54	95 - 107 Niddrie House Drive (Odd numbers) 11 - 21 Niddrie House Avenue (Odd numbers) 21 - 45 Niddrie House Gardens (Odd numbers)
3	1994 All refurbished flats	32	1 - 9 Niddrie House Avenue (Odd numbers) 23 - 27 Niddrie House Avenue (Odd numbers) 1 - 19 Niddrie House Gardens (Odd numbers)
Multis	1995 All new build	10	56 - 64 Niddrie House Drive (Even numbers) 92 - 100 Niddrie House Park (Even numbers)
4	1996 Mainly new build	61	2 - 56 Niddrie House Avenue (Even numbers) 66 - 68 Niddrie House Drive (Even numbers) 64 - 90 Niddrie House Park (Even numbers)

**Membership** The Co-op is owned and managed by the Co-op Members. All Co-op Tenants are Members of the Co-op.

The Tenant/Members elect a Management Committee at the Annual General Meeting. This Management Committee is responsible for overseeing the day to day services and for the legal obligations that any landlord and business must deal with. They are also responsible for the financial stewardship of the business so that it continues to operate as financially sound organisation.

## Full Management Committee

Elected at the AGM – September 2018

		Date joined Committee
Chairperson	<b>Liz Clark</b>	September 2010
Vice chairperson	<b>Hannah Williamson</b>	September 2017
Treasurer	<b>Laura McLachlan</b>	September 2017
Committee Member	<b>James Cameron</b>	September 2018
Committee Member	<b>Tapiwa Matipano</b>	September 2017
Committee Member	<b>John Radcliffe</b>	September 2016
Committee Member	<b>Jacek Sojka</b>	September 2015
Committee Member	<b>Diane Steele</b>	September 2017
Co-opted Committee Member	<b>David Hunter</b>	February 2018 Re-elected September 2018
Co-opted Committee Member	<b>Jack Marshall</b>	February 2018 Re-elected September 2018

All Committee Members are Co-op Tenants. The Full Management Committee can have up to 15 Members and must have a minimum of 7 Members.

Following the approval of the new Co-op Rules in 2017, the Co-op can now co-opt non-members to the Committee.

## Committee Structure

	<b>Chair of meeting</b>	<b>Number of Meetings a year</b>	<b>Who should attend</b>	<b>What happens</b>
Full Management Committee Meeting	<b>Chairperson</b>	<b>10</b>	All Committee Members.	The decision-making group: reviews the Co-op's performance and plans for the future.

## Committee Meeting Dates

Meetings take place on the 3<sup>rd</sup> Wednesday of the month at 6.15pm at the new Committee Room at 56 Niddrie House Avenue.

A list of Committee meeting dates can be found on the Co-op office window and at the Co-op reception and if you want a copy we can send one to you - just ask.