

**Minutes of the Twenty-second Annual General Meeting of
Shire Housing Association Limited
Held on Wednesday 19th September 2019 at 11.00 am at
Dumfries House, Cumnock**

Present Members:	G Nichol J Graham J McGinn J Anderson J Steele	A Davidson L Morris M Carden D Pringle K Smetherhem	L Campbell W Paterson S Roberts A Malik
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Non-Members:	L Paton W Gibson J Reid K Hannah Meg Sharp S Boyd E Shirkie E Taylor	K Caldwell K Hair K Reilly B Blain A McFadyen A Firth, <i>Photographer</i> A Devine, <i>Auditor</i> C Lawrence, <i>Visuals</i>
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Chair	L Campbell	Director/Secretary	J Munro
Minute Secretary	J McLelland	Head of Corporate Services	C Donnelly

Staff In Attendance	A Black L Urquhart W Torrance G Scott L Morrison	N McMillan C McHardy D Balfour V Gregory R Howat	C Murphy P-A Miller J Giddings
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The meeting commenced at 11.15 am

Item	Action
1.0 Formal Business J Munro, Secretary/Director to the Association, welcomed everyone to the meeting and advised that the meeting was quorate. He then introduced the Chair. Apologies Apologies were from M Green, E McCallum, I Crawford, H Murray, J Young, J Dolan, J Neil, S Dickson, T Blackwood, J Cartner, J Welsh, J Crawford, A Semademi, M Marr, J Grant, P Grant, W Brady, L McGregor,	

Item		Action
2.0	<p>D Cook, F Forsyth, J Henderson, D Delooze, S Stewart, D Miller, A Bell, E Boyd, N Allan, S Lowrie, E Milby, H Carr, L Murphy, T Bardell, M Dale, J Conway, P Hamilton, Mrs Goldie, D Black, I Kerr, M Nisbet, T Johnstone, S Murray and R McCormack.</p> <p><u>Minutes of the 21st AGM held on 19th September 2018</u> The Director/Secretary presented the Minutes of the last AGM held on 19th September 2018 and asked for members to confirm that the Minute was a true and accurate record of the meeting.</p> <p>Members unanimously agreed that the minute was a true and accurate record of the meeting held on 19th September 2018.</p>	
3.0	<p><u>Chairperson's Report</u> The Chair welcomed everyone to the twenty-second Annual General Meeting of Shire Housing Association Limited and thanked them for their attendance.</p> <p>The Chair thanked his predecessor, Janet Allan, for her hard work in guiding and assisting the Association to a position of Low Engagement with the Scottish Housing Regulator. The Chair confirmed that he took up the position of Chair in December 2018 when J Allan stood down.</p> <p>The Annual General Meeting is a key element of the Association's governance and it ensures that members elect an effective Governing Body to protect tenants and service users' interests and ensure the long-term success of the Association.</p> <p>The Chair confirmed that 2018/19 has been a successful and challenging year which has seen continued transformation for the organisation in order to embed Shire's Business Plan Vision of:</p> <p>Great Homes; Great People; Vibrant Communities.</p> <p>The Chair advised that the Association invested £1.2m in its housing stock during 2018/19 and plan to invest approximately £6.4m over the next 5 years. This highlights the Associations dedication to providing Great Homes for our tenants.</p> <p>The Association has been able to continue to transform as a result of strong governance by the Management Board and the Audit Committee. The Chair confirmed that the Management Board consists of a broad range of volunteers and thanked them for their commitment.</p> <p>The business underwent a radical staff restructure during 2018/19 to support the Business Plan and strengthen services. The Chair advised that the Association retained their accreditation for Investors in Young People Silver and were also winners of the Ayrshire Chamber of</p>	

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4.0	<p>Commerce Excellence in Customer Service Award 2018. Furthermore, the Association was a finalist in the 2019 Ayrshire Business Excellence Awards. These achievements reflect the hard work of the staff team, Management Board and the Director.</p> <p>During 2018/19 the Association worked with a wide range of partners including local schools and the Chamber of Commerce's Developing Young Workforce project. The Association is keen to continue to develop and grow their work around creating Vibrant Communities.</p> <p>The Association continues to face a range of strategic challenges, including Welfare Reform. The Association is tackling this issue head on, with the employment of a Financial Inclusion Assistant to support the Financial Inclusion Officer. This will enable the Association to support those affected by Welfare Reform. The Association has also been working hard to ensure compliance with the new Regulatory Framework that came into effect on April 2019, including the requirement to submit an Annual Assurance Statement to the Scottish Housing Regulator.</p> <p>The Chair went on to present the Performance Highlights around rent arrears, average days to let properties and tenancy sustainment. The Chair advised that good progress has been made in these areas during this financial year. The Chair asked if there were any questions. There were none.</p> <p>Looking to the future, the Association are currently exploring options to build new homes and are undertaking an option appraisal for future office accommodation. The Chair advised that the Association will continue to develop strong links with the Health and Social Care Partnership, in addition to delivering the Care and Repair Services across East Ayrshire. Finally, the Association will increase wider role working to strengthen its role as a community anchor.</p> <p><u>Annual Accounts & Balance Sheet</u></p> <p>The Head of Corporate Services presented a summary of the Financial Statements for 2018/19 to the meeting. She then asked if there were any questions on the accounts. There were no questions</p> <p>A Devine of Alexander Sloan Chartered Accountants gave a brief presentation on the role and purpose of the auditor.</p> <p>The Auditor reported that the audit had gone well, and she was satisfied that proper books and records had been kept by the Association and that adequate controls were in place to safeguard the Association's assets. Therefore, the auditor confirmed it was a true and fair view of the Associations finances.</p> <p>The Secretary/Director asked if there were any questions. A member</p>	

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5.0	<p>asked if the Association have factored in the cost of replacement of central heating systems into their long-term finances. The Secretary/Director confirmed that Stock Condition Surveys provide this type of information which is then used for forecasting. The Secretary/Director went on to confirm that information on how to report repairs is available on the website and in the Tenant's Handbook.</p> <p><u>Election of Board Members</u></p> <p>The Secretary advised that under the Model Rules, Rule 39.1 the undernoted members stood down.</p> <ul style="list-style-type: none"> • Hugh Carr • Ross Morris • Alexander Rae • Laura Murphy <p>Under Rule 39.4 the above offered themselves for re-election without nomination.</p> <p>Hugh Carr, Ross Morris, Alexander Rae and Laura Murphy were re-elected.</p> <p>The Secretary advised that under the Model Rules, Rule 39.3 the undernoted co-opted member stood down.</p> <ul style="list-style-type: none"> • Stuart Murray <p>Under Rule 39.4 he offered himself for re-election without nomination and was elected to full member.</p> <p>The Secretary advised that under the Model Rules, Rule 44.1, the undernoted member resigned their position.</p> <ul style="list-style-type: none"> • Terry Bardell <p>As fewer than 10 nominations were received, no election was required.</p> <p>The above named join the following Board Members, who did not require to stand down from the Board, to serve for 2019/2020.</p> <ul style="list-style-type: none"> • Lorne Campbell • Simon Roberts • Nick Allan • Shaun Lowrie • William Paterson <p>The Secretary congratulated all re-elected and elected members to</p>	

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6.0	<p>Shire's Board for 2019/2020. The Secretary also thanked T Bardell for her hard work and commitment.</p> <p><u>Re-Appointment of Auditors</u></p> <p>The Chair advised that under the Model Rules, Rule 72.1 we are required to appoint auditors for the year 2019/2020 at the AGM. He reported that the Board had approved that Alexander Sloan & Company be recommended to the members for re-appointment, subject to re-tender.</p> <p><i>Members unanimously approved.</i></p> <p>The Secretary/Director brought the meeting to a close and thanked everyone for their attendance.</p> <p>The formal meeting closed at 12.00 pm.</p> <p>I confirm this Minute is a true and accurate record of the meeting: -</p> <p>Office Bearer: _____</p>	