

**Minutes of the Twenty-third Annual General Meeting of
Shire Housing Association Limited
Held on Wednesday 23 September 2020 at 18.15 remotely via Microsoft
Teams Application**

Present Members:	R McCormack P Crawford D Black J Steele A Davidson M Carden	N Allan L Campbell S Lowrie W Paterson H Carr S Roberts	R Morris A Rae D MacLeod R Irvine
Non-Members:	S Cunningham, <i>Auditor</i> M Brown J Newall		
Chair	L Campbell		
Director/Secretary	J Munro		
Head of Corporate Services	C Donnelly		
Minute Secretary	J McLelland		
Staff In Attendance	A Black A Thomas		

The meeting commenced at 18.15

Item		Action
1.0	<p>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.</p> <p>Apologies Apologies were from G Nichol, I Crawford, J Neil, S Dickson, J Graham, J Cartner, T Johnstone, L Cook, W Brady, D Cook, D Miller, D Pringle, P Hamilton, J McGinn, L Murphy, A Malik, E Taylor, S Weir and E Shirkie.</p>	
2.0	<p><u>Minutes of the 22nd AGM held on 19 September 2019</u> The Director/Secretary presented the Minutes of the last AGM held on 19 September 2019 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 19 September 2019.</p>	

Item		Action
3.0	<p><u>Chairperson’s Report</u></p> <p>The Chair welcomed everyone to the twenty-third Annual General Meeting of Shire Housing Association Limited and thanked them for their attendance.</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 2019/20 has been a successful and challenging year for the Association which has seen a continued focus on embedding Shire’s Business Plan Vision of:</p> <p>Great Homes, Great People, Vibrant Communities.</p> <p>Great Homes</p> <p>The Chair advised that the Association invested £1.5m in its housing stock during 2019/20, highlighting the Associations dedication to providing Great Homes for our tenants. Over the next five years the Association will spend approximately £5.3 million, continuing to deliver Great Homes.</p> <p>Great People</p> <p>The Association has been able to continue to deliver high quality services through 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 to the Association.</p> <p>The Chair thanked L Murphy and S Lowrie, who will be stepping down from the Management Board at this meeting, for their contribution and dedication to Shire. The Chair offered his personal thanks for their support and expressed that they will both be missed greatly by both the Management Board and staff team.</p> <p>The Chair also took this opportunity to thank the staff team for their hard work during 2019/20. The Chair commended staff for continuing to provide tenants with great service during the ongoing Covid-19 pandemic through their ability to adapt to new ways of working.</p> <p>The Chair advised members that L Miller, Head of Customer Services, left the Association in July and the Senior Asset Officer, C McHardy, will leave the Association this month. The Chair thanked them both for their contribution. The Chair gave a special thanks to L Miller who had been with the Association since its inception.</p> <p>The Chair advised that the Association was a finalist in the Ayrshire Chamber of Commerce Developing Young Workforce Award 2019. This achievement reflects the hard work of the staff team, Management</p>	

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4.0	<p>Board and the Director.</p> <p>Vibrant Communities During 2019/20 the Association worked with a wide range of partners, with community engagement remaining a key priority. The Association is keen to continue to develop and grow their work around creating Vibrant Communities.</p> <p>Although not relating to 2019/20, the Chair felt it was important to note that the Association secured £50,000 from the Scottish Government's Community Support Fund to help our communities deal with the impact of the Covid-19 pandemic.</p> <p>The Director took the opportunity to thank the staff team, who have reacted positively to new ways of working brought about by Covid-19. The Director confirmed that the Association have focussed on supporting tenants and communities. The Director also thanked the Management Board, who have helped the Association maintain robust governance by meeting remotely throughout the pandemic.</p> <p>The Association continues to face a range of strategic challenges, some of which will no doubt be exacerbated by the current pandemic. The Chair advised members that the Association's new Business Plan 2020-25, which is currently being developed, will set out strategic priorities in meeting these challenges.</p> <p>Looking to the future, the Association are currently exploring options to build new homes and new office accommodation following the recent refinance. The Chair advised that the Association will continue to support Health and Social Care integration, in addition to delivering the Care and Repair Services across East Ayrshire. Finally, the Association will increase wider role working to strengthen its position as a community anchor.</p> <p>The Char gave members the opportunity to ask questions. There were no questions.</p> <p><u>Annual Accounts & Balance Sheet</u> The Head of Corporate Services presented a summary of the Financial Statements for 2019/20 to the meeting, highlighting the key facts. The Head of Corporate Services advised members that the current pandemic has resulted in the Scottish Housing Regulator (SHR) extending deadline dates for various regulatory returns. As a result, the Association's Annual Report, which is normally provided as part of the AGM, will be issued later this year when all the relevant information has been published by the SHR. She then asked if there were any questions on the accounts. There were no questions.</p> <p>S Cunningham of Alexander Sloan Chartered Accountants gave a brief</p>	

Item		Action
5.0	<p>presentation on the role and purpose of the auditor.</p> <p>The Auditor reported that the audit had gone well, and he 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. The Auditor then asked if anyone has any questions. There were no questions.</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"> • Simon Roberts • Nick Allan • Laura Murphy • Shaun Lowrie <p>Under Rule 39.4, Simon Roberts and Nick Allan offered themselves for re-election without nomination.</p> <p>Simon Roberts and Nick Allan were re-elected.</p> <p>The Secretary advised members that Laura Murphy and Shaun Lowrie were not offering themselves for re-election.</p> <p>The Secretary advised that under the Model Rules, Rule 39.3 the undernoted co-opted members stood down.</p> <ul style="list-style-type: none"> • Alisha Malik • Debra MacLeod <p>Under Rule 39.4 they offered themselves for re-election without nomination and were elected as full members.</p> <p>The Secretary advised that under the Model Rules, Rule 40.2 the undernoted member has been nominated to stand.</p> <ul style="list-style-type: none"> • Rachel Irvine <p>As fewer than 10 nominations were received, no election was required, and Rachel Irvine was elected.</p> <p>The above named join the following Board Members, who did not require to stand down from the Board, to serve for 2020/2021.</p> <ul style="list-style-type: none"> • Lorne Campbell • Willie Paterson 	

Item		Action
6.0	<ul style="list-style-type: none"> • Hugh Carr • Ross Morris • Alexander Rae <p>The Secretary congratulated all re-elected and elected members of Shire’s Board for 2020/2021. The Secretary also thanked L Murphy and S Lowrie for their hard work and commitment to Shire Housing Association during their time as Board members.</p> <p>The Secretary advised that the Association is always looking to further strengthen the Management Board and he would be keen to discuss Board membership with anyone who may be interested.</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 2020/2021 at the AGM. He reported that the Board had approved that Alexander Sloan 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 18.40</p> <p>I confirm this Minute is a true and accurate record of the meeting: -</p> <p>Office Bearer: _____</p>	