

**Minutes of the Twenty-fourth Annual General Meeting of  
Shire Housing Association Limited  
Held on Wednesday 22 September 2021 at 18.00 remotely via Microsoft  
Teams Application**

<b>Present Members:</b>	D Black A Davidson S Lowrie N Allan L Campbell	W Paterson H Carr S Roberts A Rae A Malik	D MacLeod R Irvine W Gallacher
<b>Non-Members:</b>	J So, <i>Auditor</i>		
<b>Chair</b>	L Campbell		
<b>Director/Secretary</b>	J Munro		
<b>Head of Corporate Services</b>	C Donnelly		
<b>Head of Housing</b>	J Allison		
<b>Minute Secretary</b>	J McLelland		
<b>Staff In Attendance</b>	A Black A Thomas L Urquhart		

**The meeting commenced at 18.00**

Item	Action
<p><b>Formal Business</b> The Secretary/Director to the Association, welcomed everyone to the meeting and advised that the meeting was quorate. He then introduced the Chair.</p> <p><b>1.0</b>     <b><u>Apologies</u></b> Apologies were from J Graham, E Boyd, G Nichol, L Murphy, A Bell, P Hamilton, M McCutcheon, D Cook, J Young, J Neil, R McCormack, V McLachlan, J Murphy, S Murphy, W Toner and A Sutherland.</p> <p><b>2.0</b>     <b><u>Minutes of the 23<sup>rd</sup> AGM held on 23 September 2020</u></b> The Director/Secretary presented the Minutes of the last AGM held on 23 September 2020 and asked for members to confirm that the Minute was a true and accurate record of the meeting.</p> <p><b>Members unanimously agreed that the minute was a true and accurate record of the meeting held on 23 September 2021.</b></p>	

Item		Action
3.0	<p><b><u>Chairperson’s Report</u></b></p> <p>The Chair welcomed everyone to the twenty-fourth 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 2020/21 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><b>Great Homes, Great People, Vibrant Communities.</b></p> <p>A review of the Business Plan was carried out during 2020/21, which will aid in the delivery of the Business Plan Vision, committing the Association to continue to work with tenants and local partners to deliver excellent services.</p> <p><b>Great Homes</b></p> <p>The Chair advised that the Association invested £1.2m in its housing stock during 2020/21, highlighting the Associations dedication to providing Great Homes for our tenants. Over the next five years the Association will spend approximately £6 million, continuing to deliver Great Homes.</p> <p><b>Great People</b></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 also took this opportunity to thank the staff team for their hard work during 2020/21. 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 that the Association was awarded Investors in People Gold and retained Investors in Young People Silver Accreditation. The Association also retained their Customer Service Excellence Accreditation. These achievements reflect the hard work of the staff team and the Management Board.</p> <p><b>Vibrant Communities</b></p> <p>During 2020/21 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 and</p>	

Item		Action
	<p>maintaining Vibrant Communities.</p> <p>During 2020/21 the Association secured £105,000 of Scottish Government Funding to help mitigate the impact of the pandemic across our communities, with over 30 community groups having received support. The Association also contributed an additional £14,000 of community funding in addition to the services of our Community Engagement Coordinator.</p> <p>The Association continues to face a range of strategic challenges, some of which will no doubt be exacerbated by the aftermath of the pandemic. The Chair advised members that the Association's revised Business Plan 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 Association will also explore innovative asset management solutions to address climate challenge requirements. The Chair advised that the Association would continue to support Health and Social Care integration, in addition to delivering the Care and Repair Service across East Ayrshire. Finally, the Association will increase wider role working to strengthen its role as a community anchor.</p> <p>The Chair gave members the opportunity to ask questions. There were no questions.</p>	
<p><b>4.0</b></p>	<p><b><u>Annual Accounts &amp; Balance Sheet</u></b></p> <p>The Head of Corporate Services presented a summary of the Financial Statements for 2020/21 to the meeting, highlighting the key facts. She then asked if there were any questions on the accounts. There were no questions.</p> <p>J So, 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. J So explained the detail of the two opinions provided by The Auditor and advised that both of these were clean opinions. The Auditor then asked if anyone had any questions. There were no questions.</p>	
<p><b>5.0</b></p>	<p><b><u>Election of Board Members</u></b></p> <p>The Secretary advised that under the Model Rules, Rule 40.1 the undernoted members stood down:</p> <ul style="list-style-type: none"> <li>• Lorne Campbell</li> <li>• Willie Paterson</li> <li>• Alexander Rae</li> <li>• Hugh Carr</li> </ul>	

Item		Action
6.0	<p>Under Rule 40.4, Lorne Campbell, Willie Paterson, Alexander Rae and Hugh Carr offered themselves for re-election without nomination.</p> <p>Lorne Campbell, Willie Paterson, Alexander Rae and Hugh Carr were re-elected.</p> <p>The Secretary advised that under the Model Rules, Rule 40.3 the undernoted co-opted member stood down.</p> <ul style="list-style-type: none"> <li>• William Gallacher</li> </ul> <p>Under Rule 40.4 they offered themselves for re-election without nomination and were elected as a full member.</p> <p>The above named join the following Board Members, who did not require to stand down from the Board, to serve for 2021/2022:</p> <ul style="list-style-type: none"> <li>• Nick Allan</li> <li>• Simon Roberts</li> <li>• Alisha Malik</li> <li>• Debra MacLeod</li> <li>• Rachel Irvine</li> </ul> <p>The Secretary congratulated all re-elected and elected members of Shire's Board for 2021/2022.</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><b><u>Re-Appointment of Auditors</u></b></p> <p>The Chair advised that under the Model Rules, Rule 73.1 we are required to appoint auditors for the year 2021/2022 at the AGM. He reported that the Board had approved that Alexander Sloan be recommended to the members for re-appointment, subject to any re-tender process.</p> <p><b><i>Members unanimously approved.</i></b></p> <p>The Secretary/Director brought the meeting to a close and thanked everyone for their attendance.</p> <p>The formal meeting closed at 18.30</p> <p>I confirm this Minute is a true and accurate record of the meeting: -</p> <p>Office Bearer: _____</p>	