

**Minutes of the Twenty-fifth Annual General Meeting of  
Shire Housing Association Limited  
Held on Wednesday 21 September 2022 at 18:00 at Ochiltree Community Hub**

<b>Present Board Members</b>	Lorne Campbell Simon Roberts Shaun Lowrie Nick Allan (remote)	William Paterson Hugh Carr (remote) Alexander Rae	Rachel Irvine William Gallacher
<b>Members</b>	Joan Steele Ann Davidson Denise Miller Maureen Carden	Dorothy Pringle Pamela Hamilton Kathleen Smetherhem John Bruce Cuthbertson	
<b>Non-Members</b>	Jeremy Chittleburgh, External Auditor, Chiene + Tait LLP William Gibson Linda Paton		
<b>Chair</b>	Lorne Campbell		
<b>Director/Secretary</b>	Jim Munro		
<b>Head of Corporate Services</b>	Claire Donnelly		
<b>Head of Housing</b>	Julie Allison		
<b>Minute Secretary</b>	Lana McCurdy		
<b>Staff In Attendance</b>	Ann Black Mark Scott Alan Thomas Lucy Urquhart		

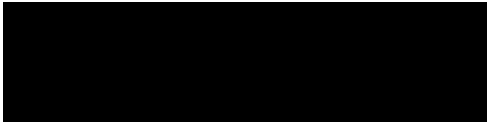
**The meeting commenced at 19:00**

Item		Action
<b>1.0</b>	<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>External Auditor, Jeremy Chittleburgh joined the meeting.</p> <p><b>Apologies</b> Apologies were from Maureen Green, Grace Nichol, Robert McCormack, Helen Murray, Janet Young, James Neil, Elizabeth Barbour, John Graham, Mrs Semademi, Terrence Johnstone, Mary Marr, William Lowe, Wilhelmina Brady, David Black, Alice Dick, David</p>	

Item		Action
<p data-bbox="193 344 256 380">2.0</p> <p data-bbox="193 640 256 676">3.0</p>	<p data-bbox="320 230 1366 309">Cook, Janet Allan, Ross Morris, Edna Taylor, Suzanne Weir, Elizabeth Shirkie, Debra MacLeod, Alisha Malik, and Kirsty Hair.</p> <p data-bbox="320 344 1366 380"><b><u>Minutes of the 24<sup>th</sup> AGM held on 22 September 2021</u></b></p> <p data-bbox="320 380 1366 495">The Director/Secretary presented the Minutes of the last AGM held on 22 September 2021 and asked for members to confirm that the Minute was a true and accurate record of the meeting.</p> <p data-bbox="320 530 1366 600"><b>Members unanimously agreed that the minute was a true and accurate record of the meeting held on 22 September 2021.</b></p> <p data-bbox="320 640 1366 676"><b><u>Chairperson’s Report</u></b></p> <p data-bbox="320 676 1366 860">The Chair welcomed everyone to the twenty-fifth Annual General Meeting (AGM) of Shire Housing Association Limited and thanked them for their in-person attendance. The Chair explained that the aim of the Chairpersons Report is to highlight the successes and challenges over the past year.</p> <p data-bbox="320 896 1366 1039">The AGM 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 data-bbox="320 1075 1366 1227">The Chair confirmed that 2021/22 has been a successful and challenging year for the Association which has seen a continued focus on embedding Shire’s Business Plan Vision, running until 2026, of: <b>Great Homes, Great People, Vibrant Communities.</b></p> <p data-bbox="320 1263 1366 1299">He encouraged everyone to read the Annual Report for 2021/22.</p> <p data-bbox="320 1335 1366 1370"><b>Great Homes</b></p> <p data-bbox="320 1370 1366 1738">The Chair advised that the Association invested £1.1m in its housing stock during 2021/22, highlighting the Association’s dedication to providing Great Homes for our tenants, which included: roof replacement, door and window replacement, kitchen and bathroom replacement, central heating, 28 properties received external wall insulation, 42 properties had electrical rewires, 197 homes had external paintwork renewed and 367 households had their LD2 fire safety installations. In the coming years, the Association’s focus will be on improving the energy efficiency of its homes, helping to reduce fuel poverty.</p> <p data-bbox="320 1774 1366 1809"><b>Great People</b></p> <p data-bbox="320 1809 1366 1993">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 data-bbox="320 2029 1366 2067">The Chair also took this opportunity to thank the staff team for their hard</p>	

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	<p>work during 2021/22. 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 resecured 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>            During 2021/22 the Association worked with a wide range of partners, with community engagement remaining a key priority. Over £170,000 of covid recovery grants were distributed, supported 41 community groups, up to 800 meals per month for vulnerable residents, and £12,500 of direct funding. An additional £314,000 was secured in financial grants for DWP, Universal Credit, Scottish Welfare Fund and Housing Association Charitable Trust (HACT).</p> <p>As advised by the Chair, challenges consisted of the cost-of-living crisis, fuel poverty, rent affordability and rising costs. Going forward, the Association will be addressing community wellbeing, tenant safety, reducing its carbon footprint and community engagement including digital inclusion.</p> <p>The Director/Secretary advised that earlier today, it was confirmed that Shire had secured additional funding of £86,092.24 from the Scottish Federation Fuel Support Fund.</p>	
4.0	<p><b><u>Annual Accounts &amp; Balance Sheet</u></b>            The Head of Corporate Services presented a summary of the Financial Statements for 2021/22 to the meeting, highlighting the key facts.</p> <p>The External Auditor, Jeremy Chittleburgh, gave a brief presentation on the role and purpose of the auditor.</p> <p>The Auditor reported that the audit process had gone well, with no matters to highlight. A clean audit opinion was given on the financial statements.</p>	
5.0	<p><b><u>Election of Board Members</u></b>            The Secretary advised that under the Model Rules, Rule 40.1 the undernoted members stood down:</p> <ul style="list-style-type: none"> <li>• Debra MacLeod</li> <li>• Alisha Malik</li> <li>• Nick Allan</li> <li>• Simon Roberts</li> </ul>	

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	<p>Under Rule 40.4, Nick Allan and Simon Roberts offered themselves for re-election without nomination.</p> <p>Nick Allan and Simon Roberts were re-elected.</p> <p>The above named join the following Board Members, who did not require to stand down from the Board, to serve for 2022/2023:</p> <ul style="list-style-type: none"> <li>• Lorne Campbell</li> <li>• Hugh Carr</li> <li>• Willie Paterson</li> <li>• Alexander Rae</li> <li>• William Gallacher</li> <li>• Rachel Irvine</li> <li>• Kirsty Hair</li> <li>• Shaun Lowrie</li> <li>• Ross Morris</li> </ul> <p>The Secretary congratulated all re-elected and elected members of Shire's Board for 2022/2023.</p> <p>The Secretary gave a special thanks to Debra MacLeod and Alisha Malik for their contribution and commitment to the Management Board.</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>	
6.0	<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 2022/2023 at the AGM. He reported that the Board had approved that Chiene + Tait be recommended to the members for re-appointment, subject to any re-tender process.</p> <p><b><i>Members unanimously approved.</i></b></p>	
7.0	<p><b><u>AOB</u></b></p> <p>As a thank you and appreciation to our tenants and residents, Customer Services Manager, Ann Black, and Community Co-ordinator, Alan Thomas presented the following categories to the winners:</p> <p><b><u>Garden Competition Summer 2022</u></b>  1<sup>st</sup> place: Miss Smetherham, Cumnock  2<sup>nd</sup> place: Ms Paton &amp; Mr Gibson, Patna  3<sup>rd</sup> place: Mr Paterson, New Cumnock</p> <p><b><u>Good Neighbour Award</u></b></p>	

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	<p>Presented to Dorothy Pringle, Mauchline for her selfless dedication to the community.</p> <p><u>Raffle Winners</u> Names picked randomly from the attendees on the night were Denise Miller and Linda Paton.</p> <p><u>Irish Bingo</u> The meeting ended with a fun game of Irish Bingo, won by two residents.</p> <p>The Secretary/Director brought the meeting to a close and thanked everyone for their attendance.</p> <p>The formal meeting closed at 19:45</p> <p>I confirm this Minute is a true and accurate record of the meeting: -</p> <p>Office Bearer:  _____</p>	