

**Minutes of the Twenty-sixth Annual General Meeting of  
Shire Housing Association Limited  
Held on Wednesday 20 September 2023 at 18:45 at the Dumfries Arms Hotel**

<b>Present Board Members</b>	Simon Roberts William Gallacher Shaun Lowrie	William Paterson Nick Allan
<b>Members</b>	John Graham David Black Alison Sutherland Joan Steele Dorothy Pringle Pamela Hamilton	Kathleen Smetherham Edna Taylor Elizabeth Shirkie John Bruce Cuthbertson Ruth Patterson Janet Allan
<b>Non-Members</b>	Kaitlyn Kane, External Auditor, Chiene + Tait LLP Diarmid Turnbull, CoRE Project Lead, East Ayrshire Council	
<b>Vice Chair</b>	Simon Roberts	
<b>Chief Executive</b>	Jim Munro	
<b>Director of Corporate Services</b>	Claire Donnelly	
<b>Director of Housing</b>	Julie Allison	
<b>Minute Secretary</b>	Jade McLelland	
<b>Staff In Attendance</b>	Ann Black Mark Scott Alan Thomas Ed Vorsterman	

**The meeting commenced at 18:45**

Item		Action
<b>1.0</b>	<p><b>Formal Business</b> The Secretary/Chief Executive to the Association welcomed everyone to the meeting and advised that the meeting was quorate. The Secretary/Chief Executive advised that the Chair was unable to attend the meeting, and that the Vice Chair would present the Chairperson's report. He then introduced the Vice Chair.</p> <p><b>Apologies</b> Apologies were from Grace Nichol, Robert McCormack, James Neil, Mr Dickson, Elizabeth Barbour, John Crawford, John Conway, Terence</p>	

Item		Action
2.0	<p>Johnstone, Alice Dick, John Anderson, Margaret Dale, David Cook, Ann Davidson, Denise Miller, Maureen Carden, Lorne Campbell, Hugh Carr, Ross Morris, Brian Dunsmuir, John Girvan, Agnes Constable, Jill Frew, Leanne Steele.</p> <p><b><u>Minutes of the 25<sup>th</sup> AGM held on 21 September 2022</u></b>            The Chief Executive presented the Minutes of the last AGM held on 21 September 2022 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 21 September 2022.</b></p>	
3.0	<p><b><u>Chairperson’s Report</u></b>            The Vice-Chair welcomed everyone to the twenty-sixth Annual General Meeting (AGM) of Shire Housing Association Limited and thanked them for their attendance. The Chair explained that the aim of the Chairperson’s Report is to highlight the successes and challenges over the past year.</p> <p>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>The Vice-Chair confirmed that 2022/23 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:</p> <p><b>Great Homes, Great People, Vibrant Communities.</b></p> <p><b>Great Homes</b>            The Vice-Chair advised that the Association invested £1.4m in its housing stock during 2022/23, highlighting the Association’s dedication to providing Great Homes for our tenants. This work included, roof replacements, kitchen replacements and central heating replacements. 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><b>Great People</b>            The Association has been able to continue to deliver high quality services through strong governance by the Management Board and the Audit Committee. The Vice-Chair confirmed that the Management Board consists of a broad range of volunteers and thanked them for their commitment to the Association. The Vice-Chair also took this opportunity to thank the staff team for their hard work during 2022/23.</p> <p>The Vice-Chair advised that the Association has retained the Investors in People Gold and Investors in Young People Silver Accreditations. The Association also retained their Customer Service Excellence</p>	

Item		Action
<p data-bbox="193 862 256 900"><b>4.0</b></p> <p data-bbox="193 1413 256 1451"><b>5.0</b></p>	<p data-bbox="320 232 1366 344">Accreditation and achieved Compliance Plus in 2 areas. These achievements reflect the hard work of the staff team and the Management Board.</p> <p data-bbox="320 383 663 421"><b>Vibrant Communities</b></p> <p data-bbox="320 421 1366 607">During 2022/23 the Association worked with a wide range of partners, with community engagement remaining a key priority. Over £1 million of funding was secured and distributed back into our communities. The Association also secured grants for 214 tenants, totalling £43,000 from HACT, Scotland’s Fuel Support Fund &amp; Scottish Welfare Fund.</p> <p data-bbox="320 645 1366 824">As advised by the Vice-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 data-bbox="320 862 863 900"><b><u>Annual Accounts &amp; Balance Sheet</u></b></p> <p data-bbox="320 900 1366 1012">The Director of Corporate Services presented a summary of the Financial Statements for 2022/23 to the meeting, highlighting the key facts.</p> <p data-bbox="320 1050 1366 1124">The External Auditor, Kaitlyn Kane, gave a brief presentation on the role and purpose of the auditor.</p> <p data-bbox="320 1162 1366 1274">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> <p data-bbox="320 1312 1366 1386">The Director of Corporate Services welcomed any questions. There were no questions.</p> <p data-bbox="320 1413 756 1451"><b><u>Election of Board Members</u></b></p> <p data-bbox="320 1451 1366 1525">The Secretary advised that under the Model Rules, Rule 40.1 the undernoted members stood down:</p> <ul data-bbox="384 1563 663 1675" style="list-style-type: none"> <li>• Lorne Campbell</li> <li>• Alexander Rae</li> <li>• Rachel Irvine</li> </ul> <p data-bbox="320 1713 1066 1751">No members nominated themselves for re-election.</p> <p data-bbox="320 1789 1366 1863">The Secretary advised that under the Model Rules, Rule 40.3 the undernoted co-opted member stood down.</p> <ul data-bbox="384 1901 619 1939" style="list-style-type: none"> <li>• Wendy Pring</li> </ul> <p data-bbox="320 1977 1366 2051">The Secretary advised that under the Model Rules, Rule 41.2 the above had been nominated to stand for election.</p>	

Item		Action
6.0	<p>The Secretary advised that under the Model Rules, Rule 41.2 the undernoted member had been nominated to stand.</p> <ul style="list-style-type: none"> <li>• John Bruce Cuthbertson</li> </ul> <p>As fewer than 10 nominations were received, under Rule 41.1, no election was required, and Wendy Pring and John Bruce Cuthbertson were elected.</p> <p>The above named join the following Board Members, who did not require to stand down from the Board, to serve for 2023/2024:</p> <ul style="list-style-type: none"> <li>• Nick Allan</li> <li>• Simon Roberts</li> <li>• Hugh Carr</li> <li>• Willie Paterson</li> <li>• William Gallacher</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 2023/2024.</p> <p>The Secretary gave a special thanks to Lorne Campbell, Alexander Rae and Rachel Irvine 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> <p><b><u>Re-Appointment of Auditors</u></b></p> <p>The Vice-Chair advised that under the Model Rules, Rule 73.1 we are required to appoint auditors for the year 2023/2024 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> <p>The Secretary/Chief Executive welcomed any questions. There were no questions.</p> <p>The Secretary/Chief Executive brought the meeting to a close and thanked everyone for their attendance.</p> <p>The formal meeting closed at 19:20</p> <p>I confirm this Minute is a true and accurate record of the meeting: -</p>	

Item		Action
	Office Bearer: _____	