

MINUTE OF THE ANNUAL GENERAL MEETING OF CALEDONIA HOUSING ASSOCIATION LTD

HELD AT McDIARMID PARK, PERTH ON TUESDAY 16 SEPTEMBER 2014

Present: David Grant Chair Margaret Marmion
Tom Potter Vice Chair Kay Mechri
Robin Grant Treasurer Willie Miller
Helen Archibald Jacqueline Morgan
Alistair Barrie Elaine O'Brien
Jack Brannan Sheila Paterson
Andrew Brown Roseanna Patullo
James Brunton Thomas Patullo
Margaret Burns Andrew Ramsay
Penny Coburn Bill Robertson
Robert Cook James Robertson
Gordon Deuchars Mary Robertson
Dr Joan Forsyth June Shaw-Violet
Kathleen Flood Frank Smith
Mark Gallacher Gavin Stewart
Ian Gray Elizabeth Taylor
Graham Harvey Thomas Taylor
Janet Henderson James Thoms
Raymond Low Robin Valentine
Arthur Lynch Constance Whitney
Ian McLaren
James Marmion

Apologies: Norman Renfrew William Williamson
Michael Cheesewright Margaret Heron
Tom Band Charles Wilson
Margaret Croal Isabel Ness
Thelma Gorrie Annie Smith
Hisham Itani Chrystabel Fraser
Christine Itani Ian McMillan
Arthur Bruce Roy Golby
James Haggart Elsie Mackay
Karen Haggart Ian Duff Spence
Gilmour McGeachy Norah Balfour
Trudy McGeachy Elizabeth Gray
Tim Findlay Peter Hamilton
Barbara Milner Robert Sloan
Andrew Campbell Stuart Ramsay
Arthur Bruce Loretta Ramsay
Jessie Millam Francis Barrie
Ian Lauder Sheila Barrie
Elizabeth Lauder Jessie Cruickshank
Gottfried Flaschberger Aileen Brown
Raymond Young John Davidson
Marjory Gray Gordon Laing
Eilidh Scott Kathleen Brown
David Mitchell Kenneth Martin
Elizabeth Mitchell Ian Purvis
Sheila Ogilvy Lillas Robertson
Thomas Devaney Father Peter Conniffe
Kenneth Smith Eleanor Muir
John Merrilees Mansell James
Eliza Merrilees Heulwen James

| | |
|---------------------------------------------------------------|----------------------------------------------------------------|
| Alistair Robertson | Edward Walsh |
| Catherine Currie | June McAra |
| Ronald Crichton | David Calderwood |
| Andrew McNaughton | Mr L Peterson |
| Agnes McNaughton | Mrs M Peterson |
| Lindsay Darroch | Roy Whitehead |
| Margaret McHattie | Irene McArtney |
| George O'Connor | Nicki La Cock |
| Joyce Thomson | Charles Layland |
| Annie Cuthbertson | Mrs N Layland |
| Keith Scobbie (on behalf of Perthshire Chamber of Commerce) | Pat MacDonald (on behalf of Inner Wheel Club of Perth) |
| Gordon Herd | Joan Pollock |
| Dorothy Herd | Veronica Scott |
| Margaret Lauder | Mary Walsh |
| Janet Sturrock | Dr Ronald Clark |
| John Bracken | Elizabeth Dundas |
| David Harris | David Logan |
| Lilias Harris | William Hunter |
| William Hadden (on behalf of The British Medical Association) | Provost Elizabeth Grant (on behalf of Perth & Kinross Council) |
| Stephen Mooney | Renee Duncan |
| Janet Brown | Joan Ingram |
| Mary Taylor | Lesley Smith |
| Kenneth Miles | Teresa McCabe |
| Yvonne Miles | James Shaw |
| Mary Duncan | Jenny Steele |
| Ian Green | Dr Flora Isles |

| | | |
|----------------|----------------|------------------------------------|
| In Attendance: | Julie Cosgrove | Chief Executive |
| | Ron Hunter | Finance Director |
| | Garry Savage | Business Services Director |
| | Tim Calderbank | Operations Director |
| | Jenny Dalton | Executive Officer |
| | Vicki Nicolson | Marketing & Communications Officer |
| | Linda Young | Care & Repair Assistant |

The Chair welcomed the members to the 2014 Annual General Meeting of the Association.

1 Apologies

The Chair advised that apologies had been received from 112 members of the Association.

2 Minutes of Caledonia Housing Association's Annual General Meeting held on Tuesday 17 September 2013

The Association members agreed that the minutes were a true and accurate record. This was proposed by Graham Harvey, seconded by Arthur Lynch and **APPROVED** by the meeting.

3 Chair's Report

The Chair referred to the Annual Report distributed at the meeting and highlighted a number of items in the report as follows:

- The outcome of the Annual Satisfaction Survey showed an increase in tenants who were very satisfied with the overall service provided by the Association.

- The Association had completed 118 new homes within the last year with a further 54 homes due for completion in the coming year.
- Nearly £4 million had been spent on planned maintenance projects such as new gas central heating systems, roof replacements, central heating boiler replacements and environmental improvements.
- Caledonia had entered into a housing partnership with Cordale Housing Association in Renton, Dunbartonshire. The partnership would promote cost efficiencies and development opportunities.
- The Role of the Tenants Scrutiny Panel continued to be progressed. The Panel and the Management Board would meet on an annual basis to review and agree work plans and two representatives of the Panel would be attending and participating in Audit Committee meetings in future.
- Whilst the financial climate continued to be challenging, Caledonia was in a strong financial position and had recently secured additional funding that would be used to support future house building and planned maintenance programmes.

The Chair concluded by thanking his fellow Board members for their support and assistance and thanked the Chief Executive and her staff for their contribution to the work of the Association.

4 **Treasurer's Report**

The Treasurer presented his report on the Association's Annual Accounts. He explained that the surplus of £1.7 m was due to a combination of the increase in the number of houses owned by the Association and the average rent increase of 3.2% in 2013/14. This increase was one of the lowest across the housing association sector and was the lowest in the area in which Caledonia operates.

The Treasurer explained that the Association was one of the first two housing associations in Scotland to acquire new borrowing through bond finance. It continued to have a strong balance sheet; however, although revenue reserves amounted to £22.6 million this was not cash backed. He also advised that there continued to be external pressures that would affect the Association's resources in the coming years including the effects of welfare benefit reform, the new energy efficiency standard and the pension scheme deficit.

Following a query from members regarding the SHAPS pension scheme, the Treasurer advised that the defined benefit scheme had been closed in July 2014 and the relevant staff members transferred to a defined contribution scheme. Although this would not affect the existing pension deficit it meant that no further deficit would be accrued.

The Treasurer concluded his report by thanking the Finance Director and his team for their hard work and support over the past year. He also extended his thanks to External Auditors Baker Tilly and Internal Auditors Wylie & Bissett.

The meeting **ACCEPTED** the Annual Accounts for 2013/14.

5 **Election of Management Board**

The Chair advised that Alistair Barrie had recently intimated his decision to resign from the Management Board at this AGM.

Under the Rules of the Association, one-third of the Management Board was obliged to retire each AGM and that retiring members should be those who had served the longest on the Board

since the date of their last election. Having served on the Management Board longest since last being elected, David Grant and Bill Robertson were required to seek re-election under this Rule. Both were eligible to seek re-election without nomination.

Helen Archibald had been co-opted onto the Board during the course of the year and was standing for election as a full Board member. Helen was also eligible to seek election without being nominated.

Taking account of the above and Alistair Barrie's retirement, there remained three vacancies on the Management Board that were not reserved for tenant co-optees. The Chair advised that nominations had been received for Raymond Low, Elaine O'Brien and Ian Gray to fill these vacancies.

Under the Rules of the Association, if the number of members standing for election was less than or equal to the number of vacant places, then they could be elected without a vote. As this was the case with these members the Chair declared himself, Bill Robertson, Helen Archibald, Raymond Low, Elaine O'Brien and Ian Gray elected to the Management Board.

The Chair advised that in the past the main residents' representative body – presently the Tenants Scrutiny Panel - nominated representatives to fill the three co-opted spaces on the Management Board. The Panel members had however advised that they no longer wished to nominate resident representatives, given the independent scrutiny role that they carry out. They had also recently agreed alternative arrangements with the Management Board for communication and liaison on relevant issues.

It was the intention to carry out work over the remainder of this financial year to review the Association's Rules. The arrangements relating to the co-opted places for residents contained within the current Rules would be reviewed to take account of the role of the Tenants Scrutiny Panel. The co-opted spaces would therefore remain vacant pending this work being carried out and the outcomes reported to the Association's members.

6 Appointment of Auditor

The Chair then proposed that Baker Tilly be re-appointed as Auditors. This was seconded by Tom Potter and duly **APPROVED** by the meeting.

The Chair then presented Alistair Barrie with a small gift on behalf of the Association to mark his retiral and acknowledged his contribution to both Servite and Caledonia Housing Association's governing bodies.

The Chair concluded by advising that the business of the AGM had now concluded and thanked members for their attendance.

Chair's Signature