

MINUTE OF THE ANNUAL GENERAL MEETING OF CALEDONIA HOUSING ASSOCIATION LTD

HELD AT THE DEWARS CENTRE, PERTH ON TUESDAY 19 SEPTEMBER 2017

Present:	Penny Coburn Helen Archibald Jack Brannan Margaret Burns Robert Cook Kathleen Flood Ian Gray Ian Green Martin Harkness Janet Henderson Andy Mackie James Marmion	Chair	Margaret Marmion Anne Matthew Lorna McCurrach Alex McDougall Ian McLaren Jacqueline Morgan James Murdoch Alan Nairn Elaine O'Brien George Taylor Edward Walsh Constance Whitney
Apologies	Alistair Barrie Francis Barrie Sheila Barrie Margaret Barrowman Elizabeth Beats John Bracken Andrew Brown Fraser Brown Helen Brown Arthur Bruce James Brunton David Calderwood Andrew Campbell Linda Carcary William Carcary Mike Cheesewright Dr R G Clark Father Peter Conniffe Ronald Crighton Margaret Croal Lindsay Darroch John Davidson Gordon Deuchars Thomas Devaney Mary Dow Peter Dow Elizabeth Dundas Dr Joan Forsyth Timothy Finlay Gottfried Flaschberger Chrystabel Fraser Roy Golby Thelma Gorrie David Grant		Ian Lauder Charles Layland Jeanette Layland Muriel Leather David Logan Arthur Lynch Veronica Lynch Elsie Mackay Kenneth Martin Teresa McCabe Joan McEwen Gilmour McGeachy Trudy McGeachy Margaret McHattie Ian McMillan Kay Mechri Provost Dennis Melloy John Merrilees Barbara Milner Jessie Millam David Mitchell Elizabeth Mitchell Stephen Mooney Eleanor Muir Isabel Ness William Ogilvy Sheila Paterson Evelyn Pearson Keith Pearson Joan Pollock Ian Purvis Loretta Ramsay Stuart Ramsay Norman Renfrew

Robin Grant
James Haggart
Karen Haggart
David Harris
Lilias Harris
Graham Harvey
Robert Henderson
Dorothy Herd
Gordon Herd
William Hunter
Flora Isles
Christine Itani
Hisham Itani
Alfred Mansell James
Heulwen James
Marion Johnston
Gordon Laing
Elizabeth Lauder

William Robertson
Lilias Robertson
Veronica Scott
Greg Skeet
Annie D Smith
Frank Smith
Kenneth Smith
Thomas S Smith
Janet M Sturrock
Elizabeth Taylor
Mary Taylor
James Thoms
Mary Walsh
Mary Whitehead
Roy Whitehead
William Williamson
Charles Wilson

In Attendance:	Janet Hamblin	RSM, External Auditors
	Julie Cosgrove	Chief Executive
	Ron Hunter	Secretary/Finance Director
	Garry Savage	Business Services Director
	Tim Calderbank	Operations Director
	Andrew Kilpatrick	Asset Management Director
	Gill Donoghue	Head of Support Services
	Barry Johnstone	Area Director
	Jenny Dalton	Executive Officer (Minutes)
	Rachel Martin	Marketing & Communications Officer
	Jenni Kiddie	Business Services Officer
	Rebecca Fraser	Business Services Assistant

1 Apologies

Penny Coburn welcomed members to the AGM and advised that she would be chairing the meeting in David Grant's absence. She advised that 105 apologies had been received and that the names would be recorded in the minutes.

2 Minutes of Caledonia Housing Association's Annual General Meeting held on Tuesday 6 September 2016

The Association members agreed that the minutes were a true and accurate record. This was proposed by Ian Gray, seconded by Martin Harkness and **APPROVED** by the meeting.

3 Chair's Report

The Chair advised that it had been another successful year with the Association continuing to develop and grow through building new homes and providing responsive

services This had been combined with ensuring the affordability of our homes whilst maintaining the Association's financial strength and integrity. The Chair also acknowledged the Association's achievement in being awarded "Large Housing Association of the Year" at the 2017 Scottish Home Awards.

Key areas of success over the year included:

- the provision of 78 new high quality homes with a further 135 planned for 2017-18;
- the successful progression of a major redevelopment project at Newhouse Road, Perth;
- the investment of £4.3 m in improving existing properties;
- the Association's appointment by Perth & Kinross Council to deliver Care & Repair Services across the Perthshire area.

The Chair concluded by thanking fellow Board members for their help and support and staff for their commitment to ensuring that Caledonia remained a successful housing provider.

4 Presentation of the Annual Accounts

The Finance Director provided an overview of the Group Accounts for 2017 and highlighted Caledonia's performance. He advised that the Caledonia Group turnover in 2016/17 was £30 m with a net surplus for the year of £7 m.

Caledonia Housing Association itself continued to have a very strong balance sheet that would support its ongoing activities and facilitate expansion and new build development opportunities that may be available over the medium term. The Finance Director advised that future development would require to be balanced with the needs of existing tenants and investment in current housing stock.

The Finance Director outlined pressures on the Association's income and expenditure in the coming year including the effects of welfare benefit reform; increased Scottish Government Energy Efficiency Standards; the effects of the Brexit vote on the cost of house building materials and labour in the construction and maintenance sector

The Finance Director concluded by thanking his staff for their hard work and support and the External Auditor, RSM and Internal Auditor Wylie & Bisset for their assistance throughout the year.

The Finance Director then asked that Members adopt the Group Accounts for the year to 31 March 2017. Elaine O'Brien proposed the adoption of the Group Accounts and this was seconded by Martin Harkness.

Janet Hamblin added that following the clean and unqualified audit on the Group's financial statement, RSM was satisfied that the Group's financial controls were strong and robust. The Group's balance sheet continued to be strong despite the difficult economic climate and the challenges facing the social housing sector. She concluded by thanking the Association's finance staff for their enthusiasm and assistance during the audit process.

5 Appointment of Auditor

Ian Gray proposed that RSM be re-appointed as External Auditors. This was seconded by Alex McDougall and duly **APPROVED** by the members.

6 Election of Management Board

The Chair advised that under the Rules of the Association, one-third of the Management Board was obliged to retire at each AGM and that retiring members should be those who had served the longest on the Board since the date of their last election. The one-third provision should exclude anyone appointed as a co-optee or to fill a casual vacancy during the year. There were currently ten full Board members, three of whom were required to seek re-election at this AGM. Taking this into account Penny Coburn, Elaine O'Brien and Helen Archibald were required to seek re-election and, under Rule 39.4, were eligible to do so without nomination. Alan Nairn had filled a casual vacancy on the Board during the course of the year and was also eligible to seek election without being nominated under Rule 39.4.

Taking account of the above appointments there remained one further vacancy on the Management Board. 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 being held. As this was the case on this occasion, the Chair then declared Penny Coburn, Elaine O'Brien, Helen Archibald and Alan Nairn elected to the Management Board.

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

Chair's Signature

