

**MINUTE OF THE ANNUAL GENERAL MEETING OF CALEDONIA HOUSING ASSOCIATION LTD**

**HELD AT McDIARMID PARK, PERTH ON TUESDAY 6 SEPTEMBER 2016**

Present:	David Grant	Chair	Kenneth Miles
	Penny Coburn	Vice Chair	Yvonne Miles
	Helen Archibald		Jacqueline Morgan
	Jack Brannan		Elaine O' Brien
	James Brunton		Evelyn Pearson
	Margaret Burns		Keith Pearson
	Robert Cook		Norman Renfrew
	Lindsay Darroch		Bill Robertson
	Gordon Deuchars		James Robertson
	Ian Gray		Mary Robertson
	Martin Harkness		June Shaw-Violet
	Hugh Levins		Jenny Steele
	Veronica Lynch		Gavin Stewart
	Andy Mackie		George Taylor
	Teresa McCabe		Robin Valentine
	Alex McDougall		Edward Walsh
	Joan McEwen		Thomas S Smith
	Kay Mechri		
Apologies	Michael Cheesewright		Margaret Barrowman
	Margaret Croal		Margaret Lauder
	Thelma Gorrie		Norah Balfour
	Hisham Itani		David Mitchell
	Christine Itani		Joyce Thomson
	Arthur Bruce		Elizabeth Dundas
	Anne Pearson		Ronald Crighton
	Greg Skeet		Annie D Smith
	James Haggart		Janet M Sturrock
	Karen Haggart		Jessie Millam
	Gilmour McGeachy		Elizabeth Beats
	Trudy McGeachy		Fraser Brown
	Ian McMillan		Helen Brown
	Robin Grant		Andrew Campbell
	Elizabeth Lauder		Dr R G Clark
	Ian Lauder		John Davidson
	Francis Barrie		Chyrstabel Fraser
	Sheila Barrie		Roy Golby
	Ian McLaren		William Hadden
	Stephen Mooney		David Harris
	Willie Miller		Lilias Harris
	Nicki La Cock		Provost Liz Grant
	Eilidh Scott		Alfred Mansell James
	Gordon Herd		Heulwen James
	Dorothy Herd		Gordon Laing
	Father Peter Conniffe		Charles Layland
	William Williamson		Jeanette Layland
	Dr Fiona Isles		Muriel Leather

Alistair Barrie  
Mark Gallacher  
Mary Walsh  
Charles Wilson  
Sheila Paterson  
Irene McCartney  
Isabel Ness  
Veronica Scott  
Stuart Wright  
Thomas Devaney  
Eleanor Muir  
James Thoms  
Andrew Brown  
Gottfried Flaschberger  
Barbara Milner  
Margaret McHattie  
Marion Johnston  
Ian Purvis  
John Merrilees  
Eliza Merrilees  
William Hunter  
George O'Connor  
Tom Potter  
Kenneth Martin  
Dr Joan Forsyth

Elsie Mackay  
William Ogilvy  
Mr L Peterson  
Mrs M Peterson  
Lilias Robertson  
Alistair Robertson  
Mary Taylor  
Keith Scobbie  
Roy Whitehead  
Mary Whitehead  
Raymond Low  
William Carcary  
Linda Carcary  
Robert Henderson  
Lorna McCurrach  
Peter Dow  
Mary Dow  
Janet Brown  
Ian Green  
Elizabeth Taylor  
Thomas Taylor  
Arthur Lynch  
Frank Smith  
Anne Matthew

In Attendance: Julie Cosgrove                      Chief Executive  
Ron Hunter    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)  
Barry Marshall                                        Marketing & Communications Officer  
Jenni Kiddie     Business Services Assistant

**1                      Apologies**

The Chair welcomed members to the AGM and 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 15 September 2015**

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

### 3

#### Chair's Report

The Chair highlighted a number of the Association's achievements in 2015-16 as follows:

- The continued commitment to tackling housing need with 67 new affordable homes being provided in Perth and Inverness and work commencing on the development of the former Caledonian Road School site in Perth to provide 49 new homes.
- The granting of planning approval for the final phase of redevelopment of Muirton in Perth to provide 203 new properties, 102 of which would be affordable homes
- The continued investment in existing stock; in particular the regeneration of the housing at Newhouse Road, Perth.
- The successful conclusion of partnership proposals which saw Bellsmyre Housing Association in West Dunbartonshire become part of the Caledonia Group.
- The 1% rent increase introduced in April 2016, which was one of the lowest in Scotland.

The Chair also outlined some of the objectives and challenges for the Association going forward as detailed in the Chief Executives review in the Annual Report.

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

### 4

#### Presentation of the Annual Accounts

The Finance Director advised that the Annual Accounts had been prepared under the new financial reporting standard, FRS102, which had been introduced to provide more information and further clarity. He advised that the Caledonia Group turnover in 2015/16 was £25 m. The Group continued to produce strong results that would support its ongoing activities and facilitate expansion and new build development opportunities.

Caledonia Housing Association itself continued to have a very strong balance sheet that would support its activities going forward; however there was an ever increasing pressure on cash resource from areas such as planned maintenance, component replacement and cyclical maintenance.

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; and the potential further vote on Scottish independence.

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

Members then **ACCEPTED** the adoption of the Group Accounts for the year to 31 March 2016.

**5 Appointment of Auditor**

Kay Mechri proposed that RSM be re-appointed as External Auditors. This was seconded by Penny Coburn 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. Taking this into account, there were currently ten full Board members, three of whom would ordinarily be required to seek re-election at this AGM; however Gavin Stewart and Hugh Levins had intimated their intention not to seek re-election. These two members could be counted towards the one-third requirement and therefore only one further Board member, namely Ian Gray, was required to seek re-election at this AGM and, under the Rules, was eligible to do so without nomination. Alex McDougall had filled a casual vacancy on the Board during the course of the year and was also eligible to seek election without being nominated.

Taking account of the above, there remained three vacancies on the Management Board and a nomination had been received from Penny Coburn for Veronica Lynch to fill one of 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 being held. As this was the case on this occasion, the Chair then declared Ian Gray, Alex McDougall and Veronica Lynch elected to the Management Board. The Chair further advised that he and the Chief Executive were actively seeking candidates to fill the remaining two vacancies.

The Chair then acknowledged the contribution of Robin Grant, who had retired earlier in the year, Gavin Stewart and Hugh Levins to the Association and its predecessors, Servite and Perthshire Housing Associations and wished them well for the future. He then presented Gavin Stewart and Hugh Levins with a small gift on behalf of the Association.

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

Chair's Signature .....