

Date: 30 August 2021

Share Ref: «Share\_No»

«Title» «Forename» «Surname»  
«NO» «Alpha» «ADDRESS» «FLAT»  
«Town»  
«City»  
«Postcode»

## **Notice of Special General Meeting (SGM) and Annual General Meeting (AGM)**

**Date:** Thursday 16 September 2021  
**Time:** 6:00pm  
**Venue:** Drumchapel St Mark's Church, 281 Kinfauns Drive, G15 7BD

Please find enclosed your papers for the forthcoming SGM and AGM that will take place on Thursday 16 September 2021 at the time and location detailed above.

### **Special General Meeting (SGM)**

The purpose of the SGM is for members to consider the recommendation for the updating of the Association's Rules to reflect the 2020 approved model. Members are being requested to consider and, if thought fit, approve the following Special Resolution:

"That the Association adopts the Rules in the form attached to this notice in substitution for the existing Rules of the Association subject to any non-material amendments that may be required by the Scottish Housing Regulator or the Financial Conduct Authority".

A copy of the proposed Rules is included with this notice. More information on the proposed Rule change is available on our website - <https://www.pineview.org.uk/our-rules/>

### **Annual General Meeting - Election to Committee of Management**

In line with the Association's Rules 39.1 and 39.3, one third of the elected Committee and any member filling a co-opted place or casual vacancy must retire at the end of every AGM. The following Committee Members are retiring this year:

<b>Name</b>	<b>Membership Type</b>	<b>Seeking Re-election / Election</b>
Anna Welsh	Tenant - elected	Yes
Daniel Martyn	Other - elected	Yes
David Syme	Other - elected	Yes
Linda Devlin	Other - casual	Yes
Richard Bolton	Other - casual	Yes
Jamie Graham	Other – co-optee	Yes
Rosie Stephen	Other – co-optee	Yes
John Brechany	Other – Co-optee	Yes
Fiona Murphy	Other – casual vacancy	No

The Committee Members named above are retiring in terms of Rule 39.1 on the date of the AGM and will therefore stand for re-election without being nominated in line with Rule 39.4. The biography details of the those standing are attached for information.

No other nominations for election to the committee in line with Rule 40.2 have been received. As the number of Members standing for election is less than the number of vacant places, the Chairperson will declare them elected without a vote in accordance with Rule 40.1.

### **Coronavirus Safety Measures**

As per our previous intimation letter, we have introduced some specific safety measure for this year's meeting. Whilst a number of coronavirus restrictions have eased, public health advice continues to emphasise the need for caution and the importance of ensuring strict hygiene measures. This means that some necessary additional measures and precautions will be in place:

- We are requesting that 1m physical distancing measures be adhered to.
- You must wear a face mask when not seated, unless you are able to demonstrate you are exempt from doing so by displaying a face covering exemption card.
- Alcohol gel dispensers will be available at the meeting throughout the venue.
- No social events (bingo, quiz, etc.).
- No food or refreshments.
- We will collect contact details as may be required per NHS test and protect requirements.

**Raffle** - We will have a raffle for anyone attending or giving us their Proxy – up to 20 x £25 vouchers available – you've got to be in it to win it!

The above safety measures are to help reduce risk as much as possible. We sincerely hope that in 2022 we are able to return to our "normal" meeting format with follow on food and fun.

We would ask that you **please advise us by 11 September 2021 if you are going to attend or not** in order that we can consider the capacity limit of the venue.

### **Proxy Form**

We fully understand that many members may have an understandable reluctance to attend public meetings in the current circumstances. If you are unable to, or would simply prefer not to, attend the SGM and/or the AGM you can appoint someone to attend the meeting in your place, please appoint a proxy using the separate form included in this pack – we will contact members proactively to encourage this. The person you appoint can be another member, a committee member, a staff member or just someone else of your choosing – please contact us to discuss.

**If you wish to appoint a proxy, please complete the enclosed Proxy Form, and return it by 11 September 2021.**

### **Apologies**

If you are unable to attend the SGM and/or AGM, please email [mail@pineview.org.uk](mailto:mail@pineview.org.uk) or call 0141 944 3891 to submit your apologies.

Yours sincerely



Joyce Orr

**Company Secretary**

**To all Members of Pineview Housing Association Ltd**

**Notice of Special General Meeting and Thirtieth Annual General Meeting**

By order of the Management Committee, I hereby give notice of the Special General Meeting and the Thirtieth Annual General Meeting of Pineview Housing Association Limited to be held on:

**Date:** Thursday 16 September 2021  
**Time:** 6:00pm  
**Venue:** Drumchapel St Mark's Church, 281 Kinfauns Drive, G15 7BD

**A G E N D A**

1. Introduction and Welcome - Chairperson

2. **Special General Meeting Business**

2.1 Comments on the proposed Rule change – Mark Ewing TC Young Solicitors.

2.2 Proposal - To consider and if thought fit approve the following Special Resolution:

*“That the Association adopts the Rules in the form attached to this notice in substitution for the existing Rules of the Association subject to any non-material amendments that may be required by the Scottish Housing Regulator or the Financial Conduct Authority”.*

Copy of proposed Rules attached. Information on Rule available at our website - <https://pineview.org.uk/our-rules/>

3. **Annual General Meeting Business**

3.1 Approval of Minutes of Twenty Ninth Annual General Meeting held on 8<sup>th</sup> September 2020

3.2 Chairperson's Report

3.3 Annual Accounts 2020/2021 and Auditor's Report

3.4 Approval for Re-appointment of Auditors for 2021/2022

3.5 Election of Committee of Management for 2021/2022

3.6 A.O.C.B.

Annual Accounts can be inspected on our website <https://pineview.org.uk/performance/>

Signed:



Joyce Orr, Company Secretary

Date: 30 August 2021





## Proxy Form

### Rule 21.1 states that:

“To appoint a representative to vote on your behalf by proxy, you must let the Association have a properly completed document in the form shown in Appendix 1. Your representative does not need to be a Member. The document must reach the Association at least five days before the meeting at which you want to be represented.” A copy of Appendix 1 is as below.

---

You must use the wording shown below to appoint a representative to vote at a meeting for you. Please see Rule 27.1 for more details.

I «Forename» «Surname» (inset name) am a member of Pineview Housing Association Limited

My address is: «NO» «Alpha» «ADDRESS» «FLAT» «Town» «City» «Postcode»

I hereby appoint \_\_\_\_\_ (insert name)

who lives at \_\_\_\_\_ (insert address)

to be my representative and vote for me at the Association’s meeting on Thursday 16 September 2021 and any other dates that meeting continue on.

Your Name: «Forename» «Surname»

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

Your contact email address: \_\_\_\_\_

Your Representative’s contact email address: \_\_\_\_\_

If you want to appoint a Proxy, please complete, and return this proxy nomination form no later than **11<sup>th</sup> September 2021**.

Please complete and return by one of the following means:

- Posting your form to our office.
- Putting your form through our office letter box at 5 Rozelle Avenue, G15 7QR.
- Scan (or take a photo of) your completed form and e-mail to [mail@pineview.org.uk](mailto:mail@pineview.org.uk)

***Information on how we handle and use your personal information that you provide to us is included within our Transparency Statements, copies of which can be obtained from our website.***

