

Report To:	Management Committee Meeting
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Agenda Item 5.2:	Minutes of Pineview Housing Association Ltd Annual General Meeting Held by remote access using MS Teams on 08 September 2020
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Prepared By:	Isobel Ferguson, Finance & Corporate Services Officer
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Date Prepared:	18 September 2020
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Meeting Date:	29 September 2020 at 6.00pm
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Minutes - Rule 62 - SFHA Charitable Model Rules (Scotland) 2013

62. Minutes of every general meeting, Committee Meeting and sub-committee meeting must be kept. Those minutes must be presented at the next appropriate meeting and if accepted as a true record, signed by the Chairperson of the meeting at which they are presented. All Minutes signed by the Chairperson of the meeting shall be conclusive evidence that the minutes are a true record of the proceedings at the relevant meeting.

Item Details								
1. Sederunt								
Present:			In Attendance:					
Member Ref	Name		Joyce Orr – Director & Secretary					
188	A	Black	Isobel Ferguson – Finance & Corporate Services Officer					
84	J	Black	Jeremy Chittleburgh – Chiene & Tait (Auditor)					
820	M	Dillon						
404	M	Frater						
G121	M	Frew						
727	S	Kane						
824	D	Martyn						
111	J	McGinty						
757	V	Phelps						
557	A	Smith						
806	D	Syme						
Apologies								
Member Ref	Name		Member Ref	Name		Member Ref	Name	
155	M	Bird	770	E	Halliday	758	L	McGhee
G106	A	Bolesworth	784	S	Harrison	721	K	McGinty
737	N	Boulton	G33	G	Hollingsworth	776	C	McGuire
761	A	Brooks	778	C	Houston	551	W	McPhail
G78	K	Brown	G39	M	Johnston	736	P	Meehan
G2	M	Brown	836	N	Kelly	460	D	Montgomery
789	M	Burns	445	A	Knox	702	A	Morton
G64	J	Cook	748	R	Lynas	722	J	O'Connor
818	A	Cross	814	G	MacDonald	640	L	Quethy
631	D	Edwards	813	I	MacDonald	564	S	Pollock
764	P	Gray	101	L	Mackay	514	P	Poole
843	C	Haldane	793	L	McLean	G82	M	Quinn

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Apologies Continued			Member		
Member			Ref	Name	
Ref	Name				
			G96	J	Simpson
832	P	Randles	G109	E	Smith
792	T	Riding	809	J	Speirs
795	K	Riley	565	C	Stewart
815	A	Robson	807	L	Toure
819	T	Savage	43	A	Welsh
120	F	Sheeran	817	L	Wilson
119	R	Sheerin	788	K	Wolfenden
2.	Introduction and Welcome				
<p>Chairperson welcomed members to PHA's first virtual AGM, and thanked members and staff for their efforts in making the virtual AGM possible. Chairperson highlighted the differences from holding a physical meeting and a virtual meeting. Chairperson confirmed due to reduced costs of hosting the AGM Virtually, all members who attended would receive a £20 Love to Shop voucher and a donation would be made to Drumchapel Foodbank.</p> <p>Chairperson detailed the process for conducting the virtual meeting and system to allow questions to be raised.</p> <p>Chairperson confirmed meeting papers had been issued to all members and the agenda for the meeting would be shown on the screen.</p>					
3.	Approval of Minutes of Twenty Eighth Annual General Meeting 02 July 2019				
<p>Chairperson read through the minutes page by page.</p> <p>Chairperson requested members advise of any changes required to minutes. No changes requested by members.</p> <p>The minutes were adopted and unanimously approved by the membership on the proposal of David Syme, seconded by Angela Black.</p> <p>There were no matters arising.</p>					
4.	Chairperson's Report				
<p><u>Introduction</u></p> <p>Chairperson presented their report for 2019-2020, thanking tenants, customers, committee and staff for their contribution to another successful year for the Association. Chairperson acknowledged the effects of the Coronavirus pandemic on Association business since March 2020 and conveyed concern for members and their family and friends during challenging times.</p> <p>Chairperson reported on the range of work carried out in the year by the resident and customer forum. Chairperson acknowledged the positive impact of the forum in ensuring that tenants' and customers' interests are kept at the heart of PHA business. In addition to</p>					

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the forum, chairperson thanked everyone else who help to achieve the successful running of the Association; committee, staff, members, tenants, residents and customers.

Chairperson gave an overview of committee membership in the year, highlighting new skills brought by new members and thanked members retiring in the year for their previous contributions.

Performance and Achievements

Chairperson updated the members on the main areas of work undertaken by the Association over the last year:

- Installation of fire alarm systems
- Kitchen and boiler replacements
- Gas servicing
- Electrical safety checks
- Gutter cleaning
- Cyclical paintwork
- Roof anchor testing

Chairperson advised where works had to be paused in March due to the Coronavirus pandemic and confirmed PHA working with tenants and contactors to resume work where it is safe to do so.

Chairperson noted positive outcomes in terms of performance and tenant satisfaction, the results of which would be published in the Annual Report for 2019-2020.

Chairperson highlighted the strong and effective management of the Association's business, evidenced by the annual governance review and PHA's first annual assurance statement submitted to the Scottish Housing Regulator in October 2019.

Chairperson stated the positive end to the year with PHA being selected as Kendoon HA's preferred bidder for their Transfer of Engagements, highlighting the opportunity to further PHA's dedication to the local community of Drumchapel.

Wider Action

Chairperson advised the Association continued wider action work in the community, including work with Wheel Fix It and Northmuir Community Gardens. It was noted that the Association was unable to secure an Action for Children project due to changes last year at Action for Children. Chairperson advised the Association hopes to set something up this year to assist young people to gain employment skills.

Donations and Wider Activities

Chairperson reported on the charitable donations made during 2019-2020 in line with PHA rules. From a budget of £1,000, £780 worth of donations to a number of good causes, including Drumchapel Foodbank, Glasgow homeless winter shelter, Breast cancer now and Scottish cancer support. Chairperson noted gifts and hospitality spend of £2,700 in the year and staff activity to donate £500 worth of groceries to Drumchapel Foodbank.

Chairperson summarised other activities including the 2019 annual outing, work with other local housing associations and contributions to other projects such as 2019 Winterfest.

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Chairperson acknowledged the impact of the Coronavirus pandemic on 2020 planned activities and optimism to start planning safely for 2021.

Future

Chairperson gave an update on planned future areas of work with the current and immediate future to safely provide high level of service to tenants and customers in line with Scottish Government restrictions and guidance. Chairperson gave an overview of the range of measures currently in place and future planned work to facilitate safe working.

Chairperson referred to previous information communicated to tenants and customers regarding the Kendoon transfer of engagements process. Chairperson summarised the background to Kendoon HA seeking a transfer of engagement, the rationale in PHA submitting a proposal for Kendoon tenants to consider, the upcoming ballot process and the importance of PHA tenants' views. Chairperson directed members to PHA's website or discussion Joyce for more information.

5. Annual Accounts for 2019-2020

Chairperson gave an overview of personnel changes within the finance section, including the first year working with the Association's external auditors Chiene and Tait and challenges overcome to complete the annual accounts during the Coronavirus pandemic.

Chairperson introduced Jeremy Chittleburgh (JC), Chiene and Tait.

JC highlighted key areas of PHA's 2019-2020 Accounts

Page 13 – Statement of Comprehensive Income:

Spend investment in properties in relation to ongoing and cyclical work.

Reduction in interest payable due to loans being cleared in the year.

Pension liability variances due to accounting changes.

Important aspect for members to note year end surplus put aside for future maintenance to allow PHA to continue to invest and provide services.

Page 14 – Statement of Financial Position as at March 2020

8.8million compared to 8 million in 2019 – positive outcome.

JC gave an overview of the audit process and analysis of PHA financial systems. Stated PHA gave full support to access systems and provided information required. External Auditors satisfied that the financial statements represent a true and fair reflection of the Association's affairs.

JC confirmed there were no matters to be brought to the attention of the membership.

Chairperson invited members to pose any questions relevant to the Financial Statements. No questions raised.

