

Report to:	Management Committee Meeting
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Agenda Item 4.02:	Minutes of Pineview Housing Association Ltd Twenty Eighth Annual General Meeting held in Drumchapel St Marks, 281 Kinfauns Drive on Tuesday 02 July 2019 at 6:05pm
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Prepared By:	Isobel Ferguson, Finance & Corporate Services Officer
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Date Prepared:	30 July 2019
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Meeting Date:	27 August 2019
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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.

1. Sederunt

Present

Member Ref	Name	Member Ref	Name	Member Ref	Name
188	A Black	754	N Grimes	551	W McPhail
84	J Black	770	E Halliday	569	J Murphy
G106	A Bolesworth	G33	G Hollingsworth	722	J O'Connor
789	M Burns	G42	M Jones	757	V Phelps
34	J Cowie	445	A Knox	514	P Poole
121	W Cowie	G54	M Livingstone	G96	J Simpson
820	M Dillon	101	L Mackay	G109	E Smith
160	M Fee	824	D Martyn	809	J Speirs
G121	M Frew	111	J McGinty	565	C Stewart
777	F Gatebi			806	D Syme

Apologies

Member Ref	Name	Member Ref	Name	Member Ref	Name
745	A Anderson	767	C Cusick	755	M Grimes
765	L Armstrong	490	K Elder	803	K Hutchison
785	P Bayliss	772	D Ferguson	768	C Johnston
155	M Bird	734	E Ferguson	687	L McGilvery
737	N Boulton	760	L Findlay	688	S McGilvery
562	G Boyle	347	M Foulis	698	J McGowan
G95	A Bunton	700	P Francis	776	C McGuire
756	B Campbell	774	J Fraser	801	J McKinlay
G64	J Cook	404	M Frater	698	D McMonagle
715	M Cord	769	C Gillies	711	S Riding
794	R Coyle	764	P Gray	699	A Short
773	T Cunningham	790	N Griffen	43	A Welsh

In Attendance

Joyce Orr	Director
Mark Mullholland	Alexander Sloan Auditors
Karen Byrne	Housing Services Manager
Howard Dales	FMD
Isobel Ferguson	Finance & Corporate Services Officer
Blair Halliday	Assistant Housing Officer
Mandy Kemp	Finance & Corporate Services Assistant
Linda Macmillan	Assistant Housing Officer
Catherine McAnerney	Housing Assistant
Lauren McLaren	Housing Assistant
James Milliken	Estate Caretaker
Janie Preston	Housing Officer (Management)
Stuart Walker	Senior Estate Caretaker

2. Introduction & Welcome to Top Table

Chairperson welcomed members to the meeting, thanked St Mark's Church for hosting and introduced the people at the top table:

Josephine McGinty	Chairperson
Joyce Orr	Director
Karen Byrne	Housing Services Manager
Mark Mullholland	Alexander Sloan Auditors

Chairperson highlighted copies of meeting papers were on tables for members use, advised of meeting format and sought apologies to be recorded.

3. Approval of Minutes of Twenty Seventh Annual General Meeting 03 July 2018

Chairperson requested members advise of any changes required to minutes, considering the minute page by page. No changes requested by members.

The minutes were adopted and unanimously approved by the membership on the proposal of Angela Black, seconded by Margaret Jones.

There were no matters arising.

4. Chairperson's Report

Introduction

Chairperson presented their annual report for 2018-19, thanking tenants, customers, committee and staff for their contribution to a successful year.

Chairperson gave an overview of the range of work undertaken during the year. Chairperson noted essential role that the forum play ensuring that tenants' and customers' interests are kept at the heart of the Association's work. Members were advised to speak to a member of staff at the end of the meeting if they were interested in finding out more or getting involved in the forum.

Committee were thanked for volunteering their time along with their commitment and expertise in managing the strategic business of the Association to ensure ongoing success and viability.

Chairperson gave an overview of changes to the management committee and staffing structure over the past year.

Performance and Achievements

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

- Fire Regulations (post Grenfell)
- District Heating System replacement
- Planned replacement works (75 Kitchens & 60 Boilers)
- Cyclical maintenance, (gas servicing, electrical safety checks, ground maintenance, gutter cleaning and roof anchor checks)
- Stock condition survey
- Review of rent and service charges structure

Chairperson highlighted the Association had performed well over the year and results would be presented in the Annual Report to be issued to all tenants in October.

Wider Action

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

Donations

In line with the Association's Rules the Chairperson reported on the charitable donations made during 2018/19. Copies of the donations report were on tables for reference.

Future

Chairperson gave an update on planned future areas of work including the three yearly tenant satisfaction survey. Members were advised they would be kept up to date with the Association's plans through the customer forum, newsletters and website.

5. Annual Accounts 2018/19

The Chairperson introduced Mark Mullholand (MM), and advised he represented Alexander Sloan the Association's External Auditors. MM thanked members for inviting him to give an overview of the annual accounts.

MM informed members of committee's responsibility to ensure that Financial Statements were prepared and presented to auditors annually. MM advised the auditor's role to give a true and fair view of the Association's financial position ensuring the accounts are accurate and not misleading. MM drew members' attention to the "Independent Auditor's Report to the Members" (page 7 and 8), stating the financial statements:

- give a true and fair view of the state of the Association's financial affairs as at 31 March 2019;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Co-operative and Community Benefits Societies Act 2014, the Housing (Scotland) Act 2014 and the Determination of Accounting Requirements 2019.

MM summarised the "Statement of Comprehensive Income for the Year Ended 31 March 2019" (page 9), explaining adjustments in respect of pension deficit liability. MM referred to

page 9 -11 which show a snap shot of the Association's finances presenting a strong position with no issues in meeting current debts.

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

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

The Chairperson sought members' approval of the Financial Statements. These were unanimously approved by the membership on the proposal of Angela Black, seconded by Winnie McPhail.

6. Approval for Appointment of Auditors for 2019/20

In line with the Association's Rules 74.1 – 74.4 and following a successful tender process the Management Committee recommended to the membership that Chiene and Tait be formally appointed to undertake annual audit work for the year ending 31 March 2020

Proposed by: Mary Frew
Seconded by: Elizabeth Smith

The Chairperson thanked Alexander Sloan for all their work with the Association over the years.

7. Election of Management Committee for 2019/20

Committee Members standing down and seeking re-election:

- Jean Black
- Mathew Dillon
- Daniel Martyn
- Jim O'Connor
- Jamie Speirs
- David Syme

Additional Nominations received:

- None

As the number of Members standing for election was less than the number of vacant places, the membership were advised that no election was required and the aforementioned were elected without a vote in accordance with Rule 40.1.

The Chairperson advised that there were still three spaces on the Management Committee and encouraged anyone who was interested in joining to speak to any committee or staff member for more information.

8. Any Other Business

The Chairperson opened the floor to questions relevant to the business of the AGM. None received. There being no other business the Annual General Meeting was concluded at 6:30pm.

The Chairperson thanked the membership for attending the AGM. The Chairperson advised that the Committee of Management would be having a post AGM meeting in another room and then would return to enjoy the buffet and entertainment with members.

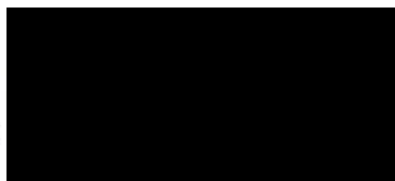
8. Any Other Business

Following the conclusion of formal AGM business members were invited to enjoy the buffet (purchased from Orchard Café) and take part in the post AGM raffle and bingo entertainment.

Raffle and Bingo Winners

Ref:	Item	Value
T522	AGM Raffle prize - Love to Shop Voucher	£25.00
T511	AGM Raffle prize - Love to Shop Voucher	£25.00
T002	AGM Raffle prize - Love to Shop Voucher	£25.00
T267	AGM Raffle prize - Love to Shop Voucher	£25.00
T1325	AGM Raffle prize - Love to Shop Voucher	£10.00
T010	AGM Raffle prize - Love to Shop Voucher	£10.00
T217	AGM Raffle prize - Love to Shop Voucher	£10.00
RTB10	AGM Raffle prize - Love to Shop Voucher	£10.00
T503	AGM Raffle prize - Love to Shop Voucher	£10.00
SO52	AGM Raffle prize - Love to Shop Voucher	£10.00
T469	AGM Raffle prize - Love to Shop Voucher	£10.00
T973	AGM Raffle prize - Love to Shop Voucher	£10.00
RTB10	AGM Raffle prize - Love to Shop Voucher	£10.00
T660	AGM Raffle prize - Love to Shop Voucher	£10.00
T600	AGM Raffle prize - Highland Park 12 Year Old Single Malt Whiskey	£25.00
T894	AGM Raffle prize - Whitley Neill Hand Crafted Parma Violet Gin	£25.00
T627	AGM Raffle prize - Lindt Chocolate Truffles	£30.00
T419	AGM Raffle prize - Decorative candle Tray	£10.00
T267	AGM Bingo Prize 1 line - Blossom Hill White Zindandel & Thorntons Classic chocolate selection	£20.00
RTB10	AGM Bingo Prize 1 line - Wold Blass Gold Label Chardonnay & 698g Quality Street Chocolates	£15.00
T627	AGM Bingo Prize Full House - BBQ & Picnic set	£30.00
T010	AGM Bingo Prize Full House - Family Pool	£30.00
	Total Value	£385.00

Minute Approved by:



Seconded by:



Signed by Chairperson:

Date:

27/08/2019