

## HILLHEAD HOUSING ASSOCIATION 2000

### Minutes of the Annual General Meeting held on Wednesday 19 September 2018 at 7 pm in Hillhead Community Centre, Meiklehill Road, Kirkintilloch

#### Present:

Mary Docherty  
Cllr J Jamieson  
Lisa Scott  
Robert Smith  
Claire Talor  
Irene Cowie  
David Wilson

David McCulloch  
Laura A Taylor  
Erin Taylor  
Ceara Robertson  
Margaret Stafford  
Stewart Mackenzie

#### In Attendance:

S Macintyre, Director  
E Sharkey, Housing Services Manager  
S Tait, Property Services Manager  
B Borland, Housing Officer  
G Burgess, Tenancy Sustainment Officer

K Tait, Finance Corporate Asst  
P Long, FMD Financial Services  
D Craig, Alexander Sloan  
M Graham, Simon Community  
F Sargent, Our Power

#### 1. APOLOGIES

Apologies were received from Catherine McKay-McCann, Stuart Niven, Cllr S MacDonald, Cllr S Murray, Dorophy Semple, Lynn Semple, Grant Hunter, Graham Hall, Rhona McKay MSP, Yvonne Finnigan, Mary Kelly, Janet Forsyth, Alan Chapman, Laura Scott, David Young (BTO)

#### 2. MINUTES OF THE ANNUAL GENERAL MEETING HELD ON WEDNESDAY 20<sup>th</sup> SEPTEMBER 2017

The minutes were proposed by Mary Docherty, seconded by Lisa Scott and approved by the Members.

#### 3. MATTERS ARISING

There were no matters arising.

#### **4. REPORT FROM THE CHAIRPERSON ON THE YEAR'S ACTIVITIES**

C Taylor presented her report to the Members on the Association's activities for the year to 31 March 2018 and welcomed everyone to the Meeting.

She advised that the Association would continue to seek new development opportunities as we looked to continue to grow. She highlighted the partnership with Barratt Homes where 30 affordable homes are being developed at Braes of Yetts.

C Taylor highlighted the Association was keen to attract more members onto the management committee and welcomed the recent appointment of Committee Member, Catherine McKay-McCann.

The passing of our former Chairperson Jim Shovlin meant that the Association lost a very active member of the Community. Jim was always keen to see more opportunities for young people and was instrumental in the set up of "The Chairs Fund" which is administered by the Association. The fund helps young people who may have an interest or excel in various disciplines to achieve their goals and potential. Nominations to the fund are always welcomed and the fund leaves a lasting legacy of Jim contribution to the Community.

Going forward, C Taylor advised of the Association planned investment relating to Environmental Improvement works, which is due to commence in the early part of financial year 2019/20 and will be spread over a two year period.

She also highlighted the works carried out by the Associations, Customer Care Working Group, Service Improvement Panel and Welfare Rights Newsletter Group. She reminded members of opportunities for tenants to become involved in the Associations Activities.

In closing, C Taylor gave thanks to Staff, Management Committee, Members and tenants for continuing to support the Association.

#### **5. ANNUAL ACCOUNTS FOR YEAR ENDING 31 MARCH 2017**

C Taylor introduced Donald Craig from Alexander Sloan.

D Craig referred Members to the previously distributed summary of the annual accounts and it was noted that full sets were available should Members wish a copy for further information.

D Craig referred Members to the statement of comprehensive income for the year and highlighted the operating costs of £1,349,636 compared to the figure last year of £239,872.

He confirmed that after taking account of the income and expenditure throughout the year, the Association's total comprehensive income showed a surplus of £933,929 compared to a deficit of £575,910 last year.

D Craig referred Members to the statement of financial position as at 31 March 2018, and highlighted the figures therein.

D Craig confirmed this had been a clean audit, and the accounts showed a true and fair view of the state of affairs of the Association. He reported that he was satisfied appropriate systems and procedures were in place within the Association and that there were no major concerns.

D Craig advised that he would be happy to answer any questions Members may have.

C Taylor asked that the Association's thanks be passed to the team at Alexander Sloans who have provided Auditor Services for a number of years.

## **6. APPOINTMENT OF AUDITORS**

L Scott proposed Chiene & Tait as the Association's Auditors for the forthcoming year, and this proposal was seconded by M Docherty. The appointment was subsequently approved by the Members present.

## **7. DIRECTORS REPORT**

S Macintyre addressed the meeting, advising Members of some of the key highlights of the year.

He highlighted that although the New Build Developments within the Hillhead area are now complete, we are working along side Barratt Homes, to create 30 affordable units at Braes of Yetts (off Waterside Road). These include 22 units for rent and 8 shared equity units. This is the first scheme where the Association have had houses for sale. Information will be issued to tenants in the coming months providing more details of the scheme.

S Macintyre also highlighted a proposed partnership with Cala Homes, which if it comes to fruition could see the creation of a further 60-80 affordable homes. It is hoped progress will be made on this scheme in the coming months.

He highlighted recent staff changes where our Finance Officer G Watson has moved on to a promoted post with another Association as well as G Sheriff our Development Consultant moving on to a permanent role with a Glasgow Housing Association. S Macintyre acknowledged the contribution and work of both for the Association.

S Macintyre also welcomed G Lauriston and T McGrath to the staff team.

He explained given recent changes to the staff team and also the changing landscape within which the Association operates it was felt this was an appropriate time to engage in an Organisational Review, to ensure the Association is best placed to deal with future challenges. The review is currently on going.

S Macintyre highlighted the work of the Simon Community, who have taken over from the Mungo Foundation providing tenancy sustainment services. The Simon Community provided a presentation to the meeting.

He also highlighted the effects that Universal Credit is having on both our tenants and the Association and the impact this is had in relation to rent payments, meaning arrears have increased. The staff team will continue to work and support tenants to help ensure they manage their rent payments appropriately.

As mentioned in the Chairperson report, S Macintyre also highlighted the proposed Environmental Improvement works which will be carried out over two years from financial year 2019/20. The investment expected for this project is around £1.26m, not an insignificant amount.

S Macintyre confirmed the Association has received confirmation of funding from both Sustrans and LEADER which will see the creation of a cycle path along the banks of the canal from Banks Road to Tintock Tunnel. The expected project investment is over £600,000. An open day will be held on 3 October 2018 to promote the project and allow questions from any interested party.

Annual Performance Report will soon be issued to all tenants, which will highlight the Associations performance during financial year 2017/18.

## **8. APPOINTMENTS TO COMMITTEE BY EAST DUNBARTONSHIRE COUNCIL**

S Macintyre advised that the Association's EDC representatives on the Management Committee were Councillor Stewart MacDonald and Councillor Susan Murray.

## **9. ELECTION OF THE MANAGEMENT COMMITTEE**

S Macintyre took over the position of Chairperson for this Agenda Item, until the elections had been approved.

S Macintyre advised Members that in accordance with the Rules, at least one third of the Management Committee must retire, excluding Members appointed by EDC. He explained that co-opted members and casual members automatically have to stand down, and advised that one third of the remaining members need to retire and in accordance with the Rules, these should be the members who have served the longest on the Committee since the date of their last election.

Members noted that the Members due to retire were Lisa Scott and David Wilson, as well as Catherine McKay-McCann and Cllr John Jamieson who had been co-opted onto the Committee during the year. S Macintyre advised that all these members were eligible to seek re-election without nomination, and that they had each indicated their wish to be re-elected.

Members approved the election of the above Committee members accordingly.

S Macintyre advised that no nomination forms had been received for election to the Committee.

S Macintyre explained the Management Committee could co-opt further members throughout the year as long as the proportion did not exceed one third of the Committee.

It was also noted that election of the Committee Office Bearers would take place at the next Management Committee meeting in October.

## **10. ANY OTHER COMPETENT BUSINESS**

There was no other competent business.

Minuted by  
Stephen Tait  
Property Services Manager  
25 September 2018