MINUTE OF THE ANNUAL GENERAL MEETING
HELD ON
TUESDAY 20 SEPTEMBER 2022 AT 6.00PM

Members Present: Gavin Smith (Chairperson) - in person
Tom Allan - in person
John Flynn - in person
Tom Dougan - in person
Mark McLintock - virtual
Richard McElfatrick - Virtual
Karen Cleland - Virtual
Lindsay Campbell - Virtual
Kenneth Brannan - in person
Heather Pearson - in person
Andrew McDaniel - In person
Harold Webster - in person
Patricia Webster - in person
Mary Muir - in person

In Attendance: Andrew Saunders (CEO)
Nick Clark
Colin McInnes
Dave Roberts (Chiene & Tait)
Cheryl Hall (Minutes)

	ITEM	ACTION
1.	**Welcome** Gavin welcomed everyone to the meeting in person and virtually	
2.	**Notification of Apologies** Apologies were received from Alan Davidson	
3.	**Approval of the Minutes of the AGM held on 20.09.21** The minutes of the AGM held on 21 September 2021 were approved by members of the association and adopted as a true record of the meeting.	
4.	**Matters Arising** No matters arising.	
5.	**Chairperson's Report** Reflecting on my last year as Chairperson after three years, it has been an extremely challenging year for the organisation and tenants. Thanks to all the board and team of staff who have put the tenants at the heart of our services. Providing high levels of service and support to our tenants through the continuing global pandemic, cost of living crisis, energy cap and the government rent freeze. Completion of our organisational review has resulted in additional staff being recruited to enhance providing services to tenants. This review also highlighted further development needed of our tenancy support and engagement strategy. We look forward to engaging with tenants to help ensure sustainability of tenancies and improvements to services. This year we will continue to recognise the need for new quality housing and growing our portfolio and providing value for money services. We have delivered 20 new homes at Carden Mill Brae along with 27 at Weavers Row, Lochgelly in challenging times.	

	Sites currently being developed are Bowhill Miners Institute along with the Fabtek sites which will provide 60 new homes. We continue to work on further proposals for new homes in Cowdenbeath and Lochore. We have, through tough times, continued to roll out maintaining and improving our portfolio through installing new kitchens and roof replacements along with delivering electrical upgrades and paintwork programmes. For the benefit of the wider community, we have continued through our development fund from the wind turbine project, supporting a range of community organisations and projects. This year we have welcomed three new board members who supported the governance and strategic direction of the organisation. Thanks to the staff, the board and tenants supporting the organisation through this challenging year. No questions were raised from the members for the Chairperson. Thanks were given by members to the Chairperson. We appreciate all his support, guidance and dedication over the last three years.	
6.	**Financial Report** Dave Roberts presented the financial report. The accounts were approved and signed off by the board. Brief accounts summary and highlights for the year:- ● Turnover up to £3.9m ● Operating expenditure went up 7.7% ● More repairs/programmes this year compared to last year ● Operating surplus of £851k ● £764k loan interest. ● Pension deficit showing a surplus ● £5.6m on new properties ● Planned reduction in cash at bank to £2m from £4m last year ● Total reserves increased to £1m from £760k last year Healthy balance sheet and fairly strong financial position. The next two years will be a challenge, which we have prepared for. Full copy accounts available on request. Members asked if any questions and none were raised.	

7.	**Appointment of Auditors** Bird Simpson carried out the audit satisfactorily but due regulation we are required to tender for the auditors services this year. A tender has been sent to the marketplace for contractors to complete. Members noted the update and approved..	
8.	**Election of Board** The Chief Executive explained in accordance with the current rules, a third of Board members are obliged to stand down and may then stand for re-election. This applied to John Flynn, Tom Dougan and Mark McLintock this year. All are eligible to stand for re-election. All indicated their willingness to be re-elected and were duly elected unopposed. New members, Kenneth Brannan,Andrew McDanieland Heather Pearson were also duly elected to the board unopposed. After many years, Alan Johnston and Gavin Smith have decided to stand down from the Board. The members and staff team thanked them for their support and dedication and accepted their resignation. No other nominations received for the Board. This year, we intend to carry out a board skills analysis before advertising for further Board members.	
9.	**Chief Executive Officer's Report** Reflecting on this last year as Chief Executive and this being my last year before retiring has seen many challenges. Looking ahead, we are active in our preparations to mitigate any risk or impact from the energy price cap, cost of living crisis and regulatory rent freeze with the help of the Board and tenants. We are also looking at ways in which we can deal with the shortage of materials, labour and supply chain issues whilst still providing a quality service for our tenants. As part of this we are looking at how we manage our office costs and usage. Our business plan also reflects managing costs and making efficiencies. Coming together with our tenant will be our focus over the coming	

	year. We will be actively encouraging tenant participation. Our dedicated team who are rolling out tenant engagement programmes where we will listen to our tenants' views to forge the way in how we support tenants and provide services going forward. An additional challenge we are facing is targets set by the Government relating to carbon emissions and slowing climate change. This will impact how we approach future maintenance programmes. We are collating and improving our data to prepare options on how we proceed to meet the targets set. As the demand for housing will grow, as part of our strategic objectives we will focus on developing housing quality, tenant safety and equality and social Justice. Challenges we will face are assessing our ability to produce new quality homes. To succeed we will work with our Partners Kingdom Housing Association and contractors to deliver. We are already committed to providing 60 homes in the near future to add to our portfolio. It's been a pleasure to be part of the business for over twenty years and am looking forward to my retirement in June 2023. My time has benefited hugely from the support from the outgoing Chairperson, board members and staff. Any comments or questions? Member asked: Rent freeze, what is the plan? The CEO explained the rent freeze introduced by the Scottish Government is not under review until the end of March 2023. It could be extended or a rent cap introduced. If not extended, a rent consultation will commence in line with statutory responsibility allowing tenants to have their sary. We are unable to give any timescales. Member asked: Will you consider a 4% rent increase? The CEO explained that due to the uncertainty at the moment, we are unable to advise what will happen. Reiterated full consultation will allow tenants to have their say. At our next Board meeting will be 18th October 2022. Chairperson thanked the CEO for his report and all of the staff team.	
10.	**Open Forum** One of the members wanted to share their experience when their	

	boiler broke down. Being without heating and hot water for a couple of days was not pleasant. Although communication was excellent, what was not that they were left with no heat. Firstly the CEO apologised to the member for their experience. Temporary heaters should have been provided to ensure the member had heat. Challenges have arisen with our gas maintenance contractor. Changing ownership then going into liquidation has impacted services. A temporary arrangement has been put in place and a tender issued to secure a new gas maintenance contractor. Member also asked: Please can you expand on the letter I received about engaging with the association for energy saving. The CEO asked the Enterprise and Sustainability Manager to respond. He explained the letter was to involve tenants in the process of finding the best way to achieve energy efficiency. Meetings are being scheduled in a warm space and an invitation will be extended to the member to join in. More information will be in the tenant newsletter.	
11.	**A.O.C.B.** No other competent business. The Chairperson thanked everyone for attending the meeting and the AGM was drawn to a close at 7.00pm.	