ORE VALLEY HOUSING ASSOCIATION

MINUTE OF THE ANNUAL GENERAL MEETING HELD IN BOWHILL INSTITUTE, CARDENDEN ON 18 SEPTEMBER 2001 AT 7.00 P.M.

Present: June Carswell; David Carswell; Kay Robinson; Tom Allan; Jane Ireland; Myra Donaldson; Gordon Maxwell; John McHale; George Read; Keith Pattenden; George Bell; Margaret Gray; Joan Reid; Janet MacDonald.

In attendance: Andrew Saunders (Director); Carolyn Hughes (Housing Manager); Elaine Simpson (Housing Officer); Isobel Muirhead (Housing Officer); Joanne Cargill (Admin. Assistant); Karen Burt (Admin. Assistant).

Hugh Grant (Findlay & Co); Raymond Campbell (Hillcrest H.A.); Graeme Clarkson (Baird & Co).

A quorum of members having been achieved, the meeting commenced at 7.30 p.m.

1. Welcome

   The Association's Chair, Kay Robinson, welcomed those present to the meeting.

2. Apologies

   Apologies were received from Cllr Margot Doig and Michael Mullins of the Royal Bank of Scotland.

3. Minute of the AGM held 19 September 2000

   The minute of the AGM held 19 September 2000 was approved by John McHale, seconded by Tom Allan and adopted as a true record of the meeting.

4. Matters Arising from the Minute of the AGM held 19 September 2000

   None.

5. Minute of the Special General Meeting Held 11 June 2001

   The minute of the Special General Meeting held 11 June 2001 was approved by Tom Allan, seconded by John McHale and adopted as a true record of the meeting.

6. Matters Arising

   The Association's Director confirmed that, following the Special General Meeting, the necessary applications had been made and the Association was awarded charitable status with effect from 15 June 2001.

7. Chairperson's Report

Kay Robinson's report highlighted some of the Association's achievements of the previous year, namely: the extension and alteration of the office; the development of the computer system; the development of the Baptist Church site; a number of staffing issues, in particular the development of the Caretaker service; the achievement of the Positive About Disability Award; the achievement of the Investors in People standard; identification of Fife HARCA as the preferred bidder to work with Fife Council on regeneration proposals in Lochgelly.

Kay also spoke about the Housing Act which was passed in July of this year and which will result in the implementation of the Scottish Secure Tenancy, probably in September 2002.

Kay extended thanks to all Committee members and the Association's staff for their hard work over the year.

8. Financial Report

Kay Robinson introduced Raymond Campbell of Hillcrest Housing Association.

Raymond talked through the Financial Report that had been circulated to members and highlighted a number of issues.

- The accounts identified that the Association had recorded a loss at the end of March 2001. This was as a result of the contract to replace the kitchens in the second stock transfer properties and was not as great as had been allowed for in the budget.

- The reduction in the value of Housing Properties is due to depreciation and to loss of properties through Right to Buy.

- In the current year, the Association has budgeted for a surplus of £52,000. The management accounts have been completed for the first quarter and show that the Association is on target to achieve this. Raymond stressed that the achievement of surplus is important as we need reserves to be able to carry out planned maintenance, surpluses generate cash and, now that the Association is moving into development we need reserves to cover risks.

Raymond then invited questions. John McHale questioned the use of depreciation in the value of properties. Raymond explained that he can only work on the basis of the cost of the property as it would be a mammoth task to have the properties revalued every two or three years. This issue will be looked at during the current year and the results of the Stock Condition Survey will have an influence on this. John thanked Raymond for his response.

The account as presented were approved by Tom Allan and seconded by John McHale.

9. Appointment of Auditors

Raymond Campbell sought approval from the members to continue the appointment of Findlay & Co as external auditors of the Association. This was approved by Tom Allan and seconded by John McHale.

10. Election of Committee

The Director advised that under the Association's rules, one third of the Committee are required to stand down, however they are entitled to stand for re-election. As there had been no nominations for election to Committee, those members standing down were duly re-elected.

The Director stressed that the Association does need to try to encourage both greater membership and more members on the Committee and that this would be pursued in the coming months.

11. Director's Report

The Association's Director, Andrew Saunders, confirmed that there were three main areas of work he wished to discuss.

- Andrew confirmed that, as a member of Fife HARCA, the Association had been identified as the preferred bidder to work with Fife Council on regeneration proposals in Lochgelly.

  Andrew explained that the HARCA consortium comprises Ore Valley, Kingdom, Hillcrest and Glen Housing Associations and also involves other partners in respect of the non-housing aspects of regeneration. The original proposals submitted and are now being refined in consultation with the community. This and the possibility of stock transfer in Lochgelly will be a major piece of work in the coming year.

- Tenant Satisfaction Survey

  The Association has commissioned a company called TL Dempster to carry out a Tenant Satisfaction Survey. The survey will be based on face-to-face interviews with tenants and will give a valuable and reliable assessment of levels of satisfaction with the services we currently provide. The results of the survey will be published and available to all tenants and the outcome of the survey will be an action plan on how services can be improved.

- Stock Condition Survey

  Andrew confirmed to those present that a Stock Condition Survey of the properties in Stock Transfer 2 has been commissioned. These properties were not fully modernised following transfer as the houses forming Stock Transfer1 had been. Andrew advised that the purpose of the survey is to establish a planned maintenance programme. It will be necessary to establish how the programme will be financed and the results of the survey will be an instrumental part of this. The survey will also incorporate a review of the energy efficiency of the properties and environmental issues.

Once the survey is complete, there will be a series of community-based workshops to consider the issues.

Kay thanked Andrew for his report and invited questions from the floor.

12. Open Forum

- John McHale questioned the wisdom of opening an office in Lochgelly at a time when we have not received funding and do not yet know if stock transfer will go ahead.

  Andrew advised that the bid submitted to Fife Council had given a commitment to establish a presence in Lochgelly as soon as we were identified as preferred bidder. The establishment of the office makes it easier for us to pass on information to people in Lochgelly and to work on the refinement of the proposals. Our presence in Lochgelly emphasises the fact that we are working in partnership with Fife Council and that we have fulfilled our commitment. Andrew also confirmed that the costs of the office are being shared with Fife Council and the Regeneration Forum and also that further funding will likely be available from the Scottish Executive through Fife Council's bid for NHP funding.

- John McHale questioned why the second stock transfer properties had not been fully modernised immediately following transfer.

  Andrew advised that the terms of the two transfers had been different. In the first stock transfer there had been greater subsidy and the modernisation of the properties was a condition of transfer.

13. A.O.C.B.

None.

Kay Robinson thanked all those present for attending and closed the meeting at 8.15 p.m.