

01 September 2020

Dear Member

**ANNUAL GENERAL MEETING (AGM) – THURSDAY, 17 SEPTEMBER 2020 AT 7PM**

Our AGM will be held on Thursday, 17 September 2020. I am writing to explain the arrangements that we are making for AGM this year as a result of the Coronavirus emergency.

Although restrictions are being eased, public health advice continues to emphasise the need for caution and the importance of ensuring strict hygiene and social distancing measures. Large public indoor gatherings are not permitted and MHA wants to ensure that everyone stays safe. Consequently, we have decided that, **for this year only**, our AGM will not be held in the usual Wood Street Hall venue. Instead, we will hold our AGM virtually, using 3CX video conferencing.

These arrangements are exceptional and will apply only in 2020. They take account of the terms of emergency legislation that was passed at the end of June, even although our Rules do not currently provide for virtual AGMs. If you would like a copy of this information, please contact the office.

As you cannot attend in person, to join the AGM you will need a tablet, mobile phone or laptop to access google chrome. You will, therefore, using the Form A in this pack, have to let us know in advance if you intend to join the meeting. You may also appoint someone else to act as your virtual representative at the meeting (known as a proxy), please use Form B for this.

The undernoted AGM agenda limits the business that has to be conducted. This means that you will not be able to participate. Nominations for vacancies on the Management Committee will be invited in the normal way (Form C) and, if there is to be an election, this will be conducted by post. The results will be announced at the AGM. Whilst you will be able to virtually attend and watch the proceedings, unfortunately it will not be possible for you to take part. If you have any questions that you want to put to us, you will be able to send them in advance and we will ensure that you receive a reply, whether you attend the meeting or not.

I am sorry that we will not have the opportunity to meet members at this year's AGM. Please be assured that as soon as it is permissible, the

Association intends to hold a public meeting to give the Members an opportunity to catch up with Association business.

The Chair's annual report is included in this pack. The annual accounts will be presented at the visual AGM. We will post a report from the meeting on our website immediately afterwards. If there is an election for Management Committee Members, we will also announce the results on the website.

I hope that you understand that we have decided to proceed in this way in order to safeguard public health and contribute to reducing the risk of community transmission of the virus.

If you have any questions, please contact me at [admin@milnbank.org.uk](mailto:admin@milnbank.org.uk)

Yours sincerely



Cathy McGuire  
SECRETARY

### **AGM AGENDA**

1. Welcome & Apologies for Absence
2. Minutes of Annual General Meeting held on 19 September 2019
3. Chairperson's Report
4. Presentation of Accounts and Auditor's Report
5. Election of Management Committee Members
6. Appointment of Auditors
7. Close of Meeting

## **ANNUAL GENERAL MEETING – 17 SEPTEMBER 2020**

### **ITEM 2**

#### **MINUTES OF AGM HELD ON THURSDAY, 19 SEPTEMBER 2019**

#### **MINUTE OF THE MILNBANK HOUSING ASSOCIATION ANNUAL GENERAL MEETING HELD ON THURSDAY, 19 SEPTEMBER 2019 AT WOOD STREET HALL, GLASGOW AT 7.00PM**

##### **PRESENT ON THE PLATFORM:**

Mr A Scott (Chair), Mr A Benson (Director, MHA), Mr S Kinvig (Community Inspector, London Road Police) and Mr J McBride (Auditor, Scott-Moncrieff)

##### **IN ATTENDANCE:**

MHA Staff Members: Mrs L Sichi, Mrs J Leggat, Mr J Scott, Mr D McPhail, Mrs J MacMillan, Mrs H Lochran, Mrs N Carrigan, Mr M MacPherson, Ms P Hamilton, Miss C Anderson, Mrs S Pollock, Ms D Robertson, Mrs G McGuinness, Miss L White, Mr D Ward and Miss L Westwater.

The Chair opened the meeting by thanking the Members for their attendance at the AGM, welcoming everyone present, and also introducing the speakers on the platform.

##### **1. APOLOGIES FOR ABSENCE**

It was noted that a total of 339 apologies had been received as a result of the 5 year Membership Rules which states that a membership will end if the Member fails to attend an AGM or submit an apology within a 5 year period.

Before moving to the next business, a Member wished to publicly record that he is proud to be a part of Milnbank Housing Association and believes that all Staff and Committee deserve a great deal of recognition and praise for all the good they do within the Community. The Chair thanked the Member for expressing these kind words.

##### **2. MINUTES OF ANNUAL GENERAL MEETING – 20 SEPTEMBER 2018**

The Minutes of the above were proposed for approval by Mrs R Tinney, seconded by Mr P Flynn and unanimously approved by the Members present. It was confirmed that there were no matters arising from these minutes.

In order to comply with General Data Protection Regulations, the Chair highlighted that it is MHA's intention to take photographs throughout the meeting and queried if any Members present have an issue with this. There were no concerns raised and those present agreed for photographs to be taken during the meeting.

### **3. CHAIRPERSON'S REPORT**

The Chairperson proceeded with the meeting by presenting the Report, and making reference to the various points included therein, and confirmed that the report will not be discussed in great detail as it had been previously circulated to Members along with the AGM papers. However, the Chairperson queried if Members present wished to discuss any salient points from the Report. There were no questions asked at this time. Therefore, to conclude this part of the meeting, the Director expressed gratitude to the Association's Management Committee for all their efforts over the past year and to the Members in attendance at tonight's AGM commenting that the support MHA receives from them as well as the large number of volunteers who work alongside the Organisation with the simple aim to make their Community a better place live, is invaluable and greatly appreciated.

### **4. PRESENTATION OF ACCOUNTS AND AUDITOR'S REPORT**

The Director welcomed Mr James McBride, from Scott-Moncrieff, to the AGM. Mr McBride referred to the Group Accounts for the year ending 31 March 2019, including the subsidiary companies, and Carbon Footprints Nursery, and commented that these had previously been distributed to the Members present. Mr McBride confirmed that during the auditing process, there was no actual or alleged fraud including any irregularities found. Also, the Financial Statements had been approved by the Management Committee at their meeting on 10 September 2019.

Following the presentation of the Financial Statements, Mr McBride stated that overall the Associations audit went well, there were no significant issues highlighted and a healthy surplus was generated within the group accounts for the year.

Finally, Members were asked if they had any questions, or comments to make on the Annual Accounts. It was confirmed that there were no matters to be raised, and these were duly accepted by those present. Thereafter, the Chair thanked Mr McBride for his presentation and attendance at the AGM.

### **5. ELECTION OF MANAGEMENT COMMITTEE MEMBERS**

The Chair referred to the above and invited the Director to address the meeting. The Director advised that 3 Committee Members have sought re-election; Mr J O'Donnell, Mr N Halls and Mrs M Hutchison. In addition, 5 nominations have been received for Mrs M Anderson, Mrs T McGinlay, Mr J McGuirk, Ms G O'Hara and Mrs M Smith. As the Association has received 8 nominations for the 7 vacancies on the Management Committee, an election is required.

In view of this, all Members present were issued with a ballot paper, short statements providing information on the candidates standing for election and invited to participate in the vote. The votes were casted as follows:

- 1) Mr J O'Donnell: 83
- 2) Mrs M Hutchison: 82

- 3) Mr J McGuirk: 72
- 4) Mr N Halls: 70
- 5) Mrs M Anderson: 56
- 6) Ms G O'Hara: 53
- 7) Mrs M Smith: 46
- 8) Mrs T McGinlay: 40

To conclude the election, all nominees, with the exception of Mrs T McGinlay, were duly elected onto the Management Committee. The Chair thanked all Members present for participating in the vote and invited the Management Committee to attend the meeting being held immediately after the AGM.

*Mr J McBride left the meeting at this point.*

## **6. APPOINTMENT OF AUDITORS**

The Director advised that the Management Committee recommends the re-appointment of Scott Moncrieff as the Association's Auditors for the forthcoming year. This was unanimously agreed by Members present at the meeting.

## **7. AOCB**

Police Scotland Report – The Chair introduced and welcomed the local Community Inspector, Mr Stevie Kinvig to the meeting. Mr Kinvig provided information on his working background with Police Scotland; 31 years' service within the force with his recent position basing him at London Road Police Station, working within MHA's area of operation.

Mr Kinvig advised that the partnership between Police Scotland and MHA has flourished over the years, commenting that MHA is one of the most pro-active Association's he works alongside. MHA and Police Scotland continuously work in partnership to tackle serious criminal activity within the area. Since entering into partnership, the policing within the area has increased. Mr Kinvig added that without MHA's co-operation and assistance, Police Scotland would not have made the progress and had the success that they have had with solving crime within the area.

Mr Kinvig provided an update on various issues that MHA and Officers from Police Scotland have been jointly dealing with in the local area; thus predominantly being Anti-Social Behaviour cases and tackling crime such as break-ins, vandalism, drug/drink offences and serious assaults.

Finally, to conclude his discussion, Mr Kinvig advised Members should they wish to raise any concerns/report any issues to Police Scotland, please contact one of the Housing Services Officers from MHA who will pass this information onto them direct. In the meantime, Members were invited to ask questions. As there were no questions asked, the Chair thanked Mr Kinvig for his attendance at the meeting.

*Mr Kinvig left the meeting at this point.*

Prior to closing the AGM, the Chairperson queried if any Members wished to ask a question or raise a concern. As there were no further questions asked, all Members were invited to attend the various surgeries set up around the room.

Finally, the prize raffle was drawn; special birthday gifts were presented, and members of staff were also available to deal, privately, with any individual issues that Members' wished to raise.

The winners of the prize draw were as follows:

<b>PRIZE WINNERS</b>		
1	Mr Logan	Roebank Street
2	Mrs Hutchison	Duke Street
3	Ms Baxter	Roebank Street
4	Mrs Holmes	Harcourt Drive
5	Mr Boyle	Meadowpark Street
6	Mrs Robertson	Roebank Street
7	Mr Carling	Cathedral Square
8	Ms Joyce	Appin Crescent
9	Mrs Madden	Ballindalloch Drive
10	Mr Fraser	Alexandra Park Street

#### **AGM ATTENDANCE REGISTER 2019:**

1	Mr R Smythe	39	Ms Walker	77	Ms L Robinson
2	Mr J O'Donnell	40	Ms J Brannan	78	Miss L Best
3	Dr J Harvey	41	Mr B Mackey	79	Mr T Boyle
4	Mrs A O'Donnell	42	Mrs J Donachy	80	Mr D Akers
5	Mrs A Bowie	43	Ms C Timmins	81	Mrs M McQueen
6	Mrs E McDougall	44	Mrs M Hutchison	82	Ms I McNeilly
7	Miss M Baxter	45	Ms A Jenkins	83	Ms R Brown
8	Mrs R Tinney	46	Ms L Williams	84	Mrs M Boag
9	Mrs J Robertson	47	Mrs M Stewart	85	Ms M Duncan
10	Mrs K Sweeney	48	Ms J Morgan	86	Ms E Croly
11	Mrs J Gallagher	49	Mr W Barr	87	Ms M MacPherson
12	Mr J Campbell	50	Ms M Morrison	88	Ms E Gilmartin
13	Mr A Logan	51	Mr W Haddow	89	Ms J Cruickshank
14	Mrs C McGuire	52	Mr T Benn	90	Mr N Downie
15	Mrs M McCann	53	Mrs T McGinlay	91	Ms M Young
16	Mr W O'Neill	54	Mrs J Joyce	92	Ms T Elliott
17	Mrs S Lamont	55	Miss E Bowie	93	Mr J Elliott
18	Mrs R Mosedale	56	Ms A McEwan	94	Mr M Arbuckle
19	Mrs E Cox	57	Ms A Gibson	95	Ms A Hughes
20	Mrs F Todd	58	Ms M Holmes	96	Ms P Wright
21	Miss L Elder	59	Ms M Cameron	97	Ms J Neillis
22	Ms C Keenan	60	Ms A Low	98	Ms F Kearney
23	Mr A Carlin	61	Ms A Azumah	99	Ms J McLaughlin
24	Ms S Robertson	62	Mr P Flynn	100	Ms C Stewart

25	Ms D Robertson	63	Mr A Young	101	Ms A Thomson
26	Mr A Scott	64	Mr F Kirkland	102	Mr M Murray
27	Mrs I Reynolds	65	Ms C Conway	103	Ms D Cook
28	Mr A Kerr	66	Ms C Taggart	104	Ms D Cook
29	Mrs G Barr	67	Ms M Strachan	105	Ms K Craig
30	Mrs E Stevenson	68	Mrs S Madden	106	Ms M Smith
31	Ms D Murray	69	Ms M Keenan	107	Ms H Nisbet
32	Mr J Gardiner	70	Ms L Bowman	108	Miss G O'Hara
33	Ms M Joyce	71	Mrs A Strachan	109	Mrs I Mezban
34	Ms P Connelly	72	Ms C Williams	110	Mr W Bruce
35	Mrs C Carruth	73	Ms A Muir	111	Mr R Fraser
36	Ms J Cassidy	74	Ms L Rodgers	112	Ms A Bretherton
37	Ms C Tartaglia	75	Ms C Pollock	113	Mr J McGuirk
38	Mr N Halls	76	Ms R Connolly		

## **ANNUAL GENERAL MEETING – 17 SEPTEMBER 2020**

### **ITEM 3**

#### **CHAIRPERSON'S REPORT**

Presenting the Chairperson's Report this year is obviously very different due to the consequences of Coronavirus. Just like all other organisations and service providers, Covid-19 has had a profound impact on Milnbank HA to the extent that even the arrangements for convening the AGM have been affected.

In terms of MHA's Rules, the Agenda for this AGM remains the same, but the format for holding the meeting is very different. In order to meet the obligation to convene an AGM, this year's meeting is being held online and is following emergency Legislation and Guidance issued to ensure that statutory requirements are achieved. The different arrangements for this AGM are set out in the enclosed information and I trust this provides Members with a clear explanation of these arrangements which are in place to deal with a unique situation.

From the beginning of Lockdown, the Management Committee has sought to ensure that essential services to residents were maintained, the Association was protected against the financial difficulties resulting from the pandemic and that MHA played an important role helping the local community.

During the period of lockdown, the Management Committee and staff continued with essential work. A revised Business Plan was adopted in June 2020 and the Association secured additional funding in order that future investment in the housing stock can be assured. In addition, MHA received a Grant from the Scottish Government's Supporting Communities fund which allowed our Community Engagement Team to work with local groups to provide services within the community. The Management Committee also agreed the introduction of a community well-being service that gave local people access to expert help and confidential advice during this particularly difficult time.

As lockdown restrictions ease, the focus will be on the resumption of full service delivery and dealing with the long term social and financial consequences of Covid-19 on our tenants and the wider community. Although this has been a difficult time, it has been good to witness how strong and resilient the community has been at dealing with Covid-19 as well as the fantastic work done by a small army of volunteers in supporting vulnerable residents. The aim of the Management Committee going forward is that MHA will emerge from the coronavirus pandemic stronger and more relevant to our tenants, other service users and their families. On a personal note, this AGM brings an end to my term as Chairperson. The Rules permit a maximum of five consecutive years so the



Management Committee will elect a new Chair following the AGM. It has been a privilege to serve as MHAs Chair and I intend to remain on the Management Committee. I feel the presence of a community based housing provider is vital in communities like ours and I'm keen to continue to play a part in the work of MHA. As usual, I would like to thank the Management Committee for their commitment and to volunteers and staff for their hard work.

Finally, it's worth noting the support MHA receives from its residents. Just prior to lockdown a Tenant Satisfaction Survey was completed and the Management Committee was pleased to note high levels of satisfaction for the services provided. What was striking, however, was how well our housing related activity was perceived by residents and reinforced our belief that community owned housing is about more than bricks and mortar.

Allan Scott  
Chairperson  
26 August 2020

## Appendix A – AGM Confirmation of Attendance Form

### Notification of Intention to Attend Annual General Meeting (AGM)

Use this form to tell us that you will attend our AGM on Thursday, 17 September 2020 at 7pm. The AGM is being held virtually and you must tell us if you plan to attend so that we can provide you with the details that you need to join the online meeting.

Your Name \_\_\_\_\_

Your Address \_\_\_\_\_

\_\_\_\_\_

Your e-mail address \_\_\_\_\_

I intend to be present at the AGM being held virtually on Thursday, 17 September 2020. I am aware that I will have to log in to the meeting using 3CX videoing conference and that the joining details will be provided via e-mail by Wednesday, 16 September 2020

Your signature \_\_\_\_\_

**(DATA PROTECTION: This attendance form requests details of your name, home address and email address. This information is required to note your intention to attend the AGM and allow us to provide you with the necessary information to allow you to participate in this online meeting. This information will not be used for any other reason and will not be shared with anyone out with the Association).**

Please return this form by Thursday, 10 September 2020 to: MHA office, 53 Ballindalloch Drive or email: [admin@milnbank.org.uk](mailto:admin@milnbank.org.uk)

**Appendix B – AGM PROXY APPOINTMENT FORM**

I **(insert your name here)** .....

am a Member of Milnbank Housing Association.

My address is **(please insert)**

.....

I hereby appoint **(insert name)** .....

Who lives at **(insert address)**.....

To be my representative and vote for me at the Association's AGM on Thursday, 17 September 2020 and any other dates that the meeting continues on.

Your Name: .....

Your Signature: .....

Date: .....

To be returned to the Association no later than 5pm on Thursday, 10 September 2020.

**Appendix C – NOMINATION FOR THE MANAGEMENT COMMITTEE**

**SECTION (A)** - To be completed by member *making* a nomination

I . . . . . (Print Full Name)  
being a member of Milnbank Housing Association hereby nominate

Name . . . . .

Address . . . . .

Occupation . . . . .

for election to the Management Committee

Signed . . . . . Date . . . . .

**SECTION (B)** - To be completed by member *accepting* a nomination

I . . . . . (Print Full Name)

being a member of Milnbank Housing Association accept the above nomination for election to the Management Committee.

To be returned to the Association no later than 5pm on Thursday 10 September 2020.