

9 September 2021

Dear Member

SPECIAL GENERAL MEETING and ANNUAL GENERAL MEETING of MILNBANK HOUSING ASSOCIATION (MHA)

Notice is hereby given that the following meetings will be held on **Thursday, 23 September 2021** in 15 Wood Street, Glasgow:

- **Special General Meeting at 7.15pm** – to consider a change to the Association’s Rules; and
- **Annual General Meeting at 7.30pm**

Special General Meeting (SGM)

The purpose of the SGM is to seek the membership’s approval for the Association to update its Rules. An SGM agenda is attached.

MHA’s Rules were last updated in 2015. The Committee now wishes to seek Members’ approval to update those Rules. The proposed new Rules are attached. The changes are intended to clarify some of the current Rules and to introduce some new provisions, and are based on the most up to date Model Rules (the SFHA Charitable Model Rules (Scotland) 2020). The Committee considered the changes in detail at its meetings on 29 June and 24 August, and they were approved by the Committee on 24 August 2021.

The main changes are summarised in an attachment to this letter.

I would therefore seek the support of the Members, at the SGM, to approve the new Rules for MHA.

Annual General Meeting (AGM)

The agenda for the AGM is attached together with the relevant papers. An electronic copy of this information can be viewed on our website at www.milnbank.org.uk



0141 551 8131



0141 550 2060



admin@milnbank.org.uk



www.milnbank.org.uk

Attending the meeting in person – We are pleased to be in the position to hold an AGM where shareholding members can physically attend. However, public health advice continues to emphasise the need for caution and the importance of ensuring strict hygiene measures. This means the following precautions will be in place:

- The venue has a capacity limit of 150.
- Unless you can demonstrate exemption, you must wear a face mask when mobile. This can be removed whilst seated.
- Alcohol gel dispensers will be available throughout the venue.

We ask if you wish to attend that you please notify us in advance to ensure that we can comply with the capacity limit of the venue. A form and a freepost envelope is attached for this purpose.

Appoint a Proxy - If for any reason, you are unable to attend in person you can appoint a proxy to attend and vote on your behalf. To appoint a proxy, you must complete the Proxy Form(s) for either or both the SGM and/or the AGM, which are enclosed and either return them to MHA's office at 53 Ballindalloch Drive, Glasgow, or take a picture of the completed form(s) and email them to admin@milnbank.org.uk no later than 5pm on 16 September 2021.

Alternatively, if you are unable to attend or appoint a proxy please submit your apologies to the office or by calling 0141-551-8131 or by email to admin@milnbank.org.uk

I hope to see you at the SGM and/or AGM and thank you for your involvement in the Association.

Yours sincerely



Cathy McGuire
SECRETARY

Attached:

- **For SGM**: Agenda; Proposed new Rules; Summary of Main Changes; Proxy Form.
- **For AGM**: Agenda; Minutes of 2020 AGM; Proxy Form.
- **For SGM & AGM**: Notification of Intention to Attend

**SPECIAL GENERAL MEETING OF MHA TO BE HELD ON
THURSDAY, 23 SEPTEMBER 2021 AT 7pm IN 15 WOOD STREET.**

SPECIAL GENERAL MEETING -AGENDA

1. Welcome and Introduction
2. Apologies for Absence
3. Comments on proposed Rule change
4. To consider and if thought fit approve the following Special Resolution:

“That the Association adopts the Rules in the form attached to this notice in substitution for the existing Rules, subject to any non-material amendments that might be required by the Financial Conduct Authority.”

SPECIAL GENERAL MEETING- PROXY FORM

I **(insert your name here)**

am a Member of Milnbank Housing Association Limited.

My address is **(please insert)**

.....

I hereby appoint **(insert name)** who lives

at **(insert address)**.....

to be my representative and vote for me at MHA’s Special General Meeting on Thursday, 23 September 2021, and any other dates that the meeting continues on.

Your Name:

Your Signature:

Date:

Please return this form to MHA office at 53 Ballindalloch Drive, Glasgow, or take a picture of the completed form and e-mail to admin@milnbank.org.uk to by 5pm on 16 September 2021.

THE MAIN CHANGES IN THE NEW RULES ARE AS FOLLOWS:

GENERAL MEETINGS	Changes to Rules 20 to 29 permit attendance at future general meetings by virtual means, as well as in person. Temporary legislation introduced due to Covid allowed general meetings in 2020 to be held by virtual means, but that legislation has now expired. The Rule changes will permit such an option to be used (as well as allowing attendance in person) for future meetings. This offers MHA more flexibility in the manner of holding its Members’ meetings in the future.
PROXY VOTES	Rule 27.1 is amended so that the Chair cannot be appointed as proxy for any other member. This is now considered good practice in terms of the Model Rules.
POSTAL VOTES	Rule 27.6 introduces postal voting for any future elections of Committee Members at an AGM. This is now considered good practice in terms of the Model Rules, expanding how Members can participate in any elections for Committee Members. The addition of postal voting also leads to a few other administrative changes at Rule 11.1.3 (participation in AGMs), Rule 29.2 (issue and use of ballot papers), Rules 40.1 (postal ballots to be taken into account in elections of Committee Members), and Rule 40.2 (nomination procedure).
THE COMMITTEE OF MANAGEMENT	<p>Rule 37.3 is updated so that a person who is 16 or 17 may be appointed as a Committee Member. The law has changed, permitting this reduction in the minimum age for Committee Members.</p> <p>Rule 37.4 is amended. As before, no employee of MHA can be a Committee Member. However, it is amended so that a Close Relative (defined in Rule 89.4) of an employee might be permitted to be a Committee Member, but only if any such person meets all the Association’s requirements and all regulatory criteria.</p> <p>Rule 37.8 is added. A Committee Member who is under investigation for a breach of MHA’s Code of Conduct can be required to take a leave of absence. This is an appropriate step to take in some such situations and the new Rule clarifies that this option exists.</p>
ELECTING COMMITTEE MEMBERS	Rule 39.4 is amended, so that if a previous Committee Member stands down before an AGM, they will need a nomination if they wish to stand again at the AGM; only those Committee Members who stand down on the day of the AGM will not need a nomination (Rule 39.4). This is now considered good practice in terms of the Model Rules.

	<p>Rules 40.3, 40.4 and 43.1.11 are added, so that the Committee may reject a nomination to the Committee if they consider the nomination is contrary to MHA's Rules or policies, where there is a conflict of interest, or where that nomination is not in MHA's interests (Rules 40.3, 40.4 and 43.1.11). This is now considered good practice in terms of the Model Rules.</p>
<p>POWERS OF THE COMMITTEE</p>	<p>In Rule 45, the Committee's powers are further explained with the addition of "<i>The Committee is responsible for ensuring that the Association can demonstrate its governance and financial arrangements are such as to meet all the requirements of The Scottish Housing Regulator's Regulatory Framework.</i>" This emphasises the importance of compliance with the requirements imposed on the Association by its lead regulator, the Scottish Housing Regulator.</p> <p>An addition to Rule 47.2 adds a specific Committee power relating to non-contractual payments to employees. MHA's solicitors recommend this change following correspondence with the Office of the Scottish Charity Regulator, which concluded that it is best practice for a charitable housing association to explicitly state this power. This change is recommended on the understanding that the Association would not make such a payment often or without first undertaking in-depth consideration, at Committee level, as to whether a proposed payment was appropriate in all the circumstances and met all policy and regulatory requirements.</p>
<p>OFFICE BEARERS</p>	<p>Rules 59.1 and 59.5 are updated to make the appointment process for the Secretary, Chairperson, and any other Office Bearer clearer and will not change the process in practice.</p> <p>Rule 59.5 sets out the Chairperson's role and is amended to make it clear that they do not act alone, but rather lead the Committee. This is recommended by MHA's solicitors, to emphasise that the Committee, collectively, has overall strategic responsibility and control of the Association.</p>
<p>INSPECTING THE REGISTER</p>	<p>The provision, in Rule 81, for a Register of the names of Association members is removed. This provision was added by a previous model and is now removed. This does not alter MHA's obligations to keep formal registers of Members etc, all as set out in detail in Rules 64 and 65.</p>
<p>CHANGES TO THE ASSOCIATION</p>	<p>Rules 86 and 88, relating to closing down the Association and changes to the Rules, are updated to reflect that MHA no longer requires prior consent from the Scottish Housing Regulator for such actions but must notify after taking such actions instead. The law in regard to such consents was changed in 2019 and the updates ensure that the Rules reflect the law as it now applies.</p>

**ANNUAL GENERAL MEETING OF MHA TO BE HELD ON THURSDAY,
23 SEPTEMBER 2021 AT 7.15pm IN 15 WOOD STREET.**

ANNUAL GENERAL MEETING - AGENDA

1. Apologies for Absence
2. Minutes of Annual General Meeting held on 17 September 2020
3. Chairperson's Report
4. Presentation of Accounts and Auditor's Report
5. Election of Management Committee Members
6. Appointment of Auditors

On completion of the AGM's formal business, the prize raffle will be drawn. Thereafter, all Members are invited to discuss privately any individual issues they wish to raise with MHA staff.



ANNUAL GENERAL MEETING – 23 SEPTEMBER 2021

ITEM 2

MINUTES OF AGM HELD ON THURSDAY, 17 SEPTEMBER 2020

MINUTE OF THE MILNBANK HOUSING ASSOCIATION VIRTUAL ANNUAL GENERAL MEETING HELD ON THURSDAY 17 SEPTEMBER 2020 VIA 3CX VIDEO CONFERENCING AT 7.00PM

PRESENT ON THE PLATFORM:

Mr A Scott (Chair), Mr A Benson (Director, MHA), Rebecca Weir (Auditor, Azets)

IN ATTENDANCE (VIRTUALLY):

MHA Staff Members: Mrs L Sichi, Miss C Anderson, Miss P Hamilton, Mr J Hunter.

MEMBERS ATTENDANCE (VIRTUALLY):

The meeting was attended by 83 shareholding members, represented by 24 members attending remotely via 3CX video conference and 58 proxies, of these 58 proxies:

9 were exercised by Mrs S Fraser, 4 were exercised by Mrs E McDougall, 8 were exercised by Mrs L Williams, 10 were exercised by Ms D Robertson, 10 were exercised by Mrs C McGuire, 8 were exercised by Ms S Robertson, 1 was exercised by Ms C Tartaglia, 1 was exercised by Mr I MacMillan, 1 was exercised by Mrs J Donachy, 4 were exercised by Mrs M Hutchison and 2 were exercised by Ms G O'Hara. All attended the AGM virtually.

1. WELCOME & APOLOGIES FOR ABSENCE

The Chair opened the meeting by thanking the Members for their virtual attendance at the AGM and introduced Alan Benson, Director and Rebecca Weir, Auditor.

The Chair advised that there was the equivalent of 83 people in attendance therefore the AGM was quorate and could proceed. He advised that this was the first time MHA had held a virtual meeting and asked that everyone keep their microphones off to stop background noise during the meeting. The Chair explained the background and details of holding a virtual AGM in 2020 as:

- Emergency legislation passed due to Covid-19
- Unable to have large social gatherings
- Unfortunately there would be no participation, would be listen only
- As soon as possible once restrictions are lifted a public meeting will be held.

It was noted that a total of 133 apologies had been received. The apologies are listed at the end of this Minute.

2. **MINUTES OF ANNUAL GENERAL MEETING – 19 SEPTEMBER 2019**

The above Minutes were proposed for approval by Mrs J Donachy, seconded by Mrs R Tinney and unanimously approved by the Members present. It was confirmed that there were no matters arising.

3. **CHAIRPERSON'S REPORT**

The Chair 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.

The Chair updated members present on how MHA provided essential services and assisted residents throughout the Covid-19 pandemic. He also thanked the residents and volunteers for their assistance which showed a strong and resilient community. The Chair advised that as he has served for 5 consecutive years he now has to stand down from the position although he will remain a member of the Management Committee. He thanked fellow Committee members, volunteers and staff for their support during his period as Chair.

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

The Chair welcomed Rebecca Weir from Azets, to the AGM. Ms Weir referred to the Group Accounts for the year ending 31 March 2020, including the subsidiary companies, and Carbon Footprints Nursery, and 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 8 September 2020.

Following the presentation of the Financial Statements, Ms Weir stated that overall MHA audit went well, there were no significant issues highlighted and did identify one recommendation to improve the internal controls and financial procedures in relation to component accounting. Ms Weir advised that the Group generated a loss from the previous year as a result of increased maintenance costs within the year.

It was confirmed that there were no matters to be raised, and these were duly accepted by those present. Thereafter, the Chair thanked Ms Weir for her 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 in terms of MHA's Rules one-third of the Management Committee must retire annually. The retiring members should be those who are the longest serving on the Management Committee since the date of their last election. For the 2020 AGM, the following members were required to stand down and all confirmed that they wish to stand for re-election:

1. Cathy McGuire
2. Josephine Donachy
3. Alex Young
4. Allan Scott

As there were no nominations received to join the Management Committee the above 4 members are re-elected and MHA has a full complement of 15 Management Committee members.

6. **APPOINTMENT OF AUDITORS**

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

7. **CLOSE OF MEETING**

The Chair thanked everyone for attending this very different AGM and again advised of the intention to hold a public meeting as soon as possible.

The Director advised that the Constitution states the agenda tonight is what the AGM should consist of. MHA usually have the public meeting immediately after the AGM business has been completed however, unfortunately we are unable to do this due to the Covid-19 pandemic and emergency legislation was passed to allow us to hold a virtual meeting. Unfortunately, this format does not allow for any interaction or discussion with members.

The Director stated that during the period of severe lockdown emergency and essential services continued. It is hoped that soon we will be looking to reintroduce more services with some staff still working at home and others in the office. It is hoped to open more services to the public before the end of September but this is currently a very difficult situation and the situation is very fluid. MHA is following the Scottish Government route map and we are at stage where two-thirds of services are open and requirements have been put in place to ensure we are Covid-19 compliant. On behalf of the Management Committee the Director wished to thank all tenants and members for their patience during all of this uncertainty.

The Director advised that the full accounts will be added to our website as soon as possible. In addition if anyone wants to see the guidance that MHA worked to with regards to holding the AGM this can be provided, on request.

Again the Chair thanked everyone for their attendance and hoped to see everyone in attendance at the public meeting.

AGM ATTENDANCE REGISTER 2020:

NO	MEMBER NAME	METHOD OF ATTENDANCE	NO	MEMBER NAME	METHOD OF ATTENDANCE
1	Mrs S Fraser	Virtual	2	Mr G Fraser	Proxy
3	Mrs E Muir	Proxy	4	Mrs K Sweeney	Proxy
5	Mr J Bradley	Proxy	6	Mrs L Sweeney	Proxy
7	Ms A Farrell	Proxy	8	Mr P McSorley	Proxy
9	Ms S Smith	Proxy	10	Mr J McGregor	Proxy
11	Mr A Scott	Virtual	12	Mr A Carlin	Virtual
13	Ms E Serrano	Virtual	14	Mrs E McDougall	Virtual
15	Mr R Stevenson	Proxy	16	Mrs J Robertson	Proxy
17	Mrs M Stewart	Proxy	18	Mr I McDougall	Proxy
19	Mrs L Williams	Virtual	20	Ms C Williams	Proxy
21	Mr A McAulay	Proxy	22	Ms S Robertson	Proxy
23	Mr A Young	Proxy	24	Mrs M Young	Proxy
25	Mrs A Etherson	Proxy	26	Ms R McGlone	Proxy
27	Ms L Stewart	Proxy	28	Ms D Robertson	Virtual
29	Ms C Elliott	Proxy	30	Ms D Elliott	Proxy
31	Mr J Traynor	Proxy	32	Ms D Burke	Proxy
33	Mr K Robertson	Proxy	34	Ms E Bowers	Proxy
35	Mr D Hannah	Proxy	36	Ms C Foote	Proxy
37	Mrs J Morgan	Proxy	38	Mr N Downie	Proxy
39	Mrs C McGuire	Virtual	40	Mr J McGuire	Proxy
41	Mr W Gallagher	Proxy	42	Mr K McDaid	Proxy
43	Mrs A Muir	Proxy	44	Ms M McQueen	Proxy
45	Mr J Taylor	Proxy	46	Mrs M Wilson	Proxy
47	Mr J Wilson	Proxy	48	Mrs E Stevenson	Proxy
49	Mrs M Edwards	Proxy	50	Ms S Robertson	Virtual
51	Mr J Burke	Proxy	52	Miss L Burke	Proxy
53	Mr J Burke	Proxy	54	Mrs A James	Proxy
55	Ms E Bowie	Proxy	56	Ms S Bowie	Proxy
57	Mrs A Bowie	Proxy	58	Ms M Young	Proxy
59	Mr J O'Donnell	Virtual	60	Mrs A O'Donnell	Virtual
61	Mr N Halls	Virtual	62	Mrs R Tinney	Virtual
63	Ms C Tartaglia	Virtual	64	Miss L Best	Proxy
65	Mr I MacMillan	Virtual	66	Mr G MacMillan	Proxy
67	Mrs J Donachy	Virtual	68	Ms A Donachy	Proxy
69	Mrs M Hutchison	Virtual	70	Ms M Boyle	Proxy
71	Mr D Hutchison	Proxy	72	Mr D Hutchison	Proxy
73	Miss C Hutchison	Proxy	74	Mr J McGuirk	Virtual
75	Mrs A Jenkins	Virtual	76	Ms M Anderson	Virtual
77	Mr R Smythe	Virtual	78	Ms G O'Hara	Virtual
79	Mrs C O'Hara	Proxy	80	Ms A Ormiston	Proxy
81	Mr F Kirkland	Virtual	82	Ms C Timmins	Virtual
83	Mr C Calvillo	Virtual			

AGM APOLOGIES REGISTER

1	Mrs S Madden	2	Mr W Madden	3	Ms L Pow
4	Mr A Carruth	5	Mrs C Carruth	6	Mr J Taylor
7	Mrs R Thomson	8	Ms L Strang	9	Mrs A McEwan
10	Ms M Coggans	11	Mr A Smith	12	Mrs M Coleman
13	Mrs A Irving	14	Ms J MacPhail	15	Ms A Motherwell
16	Ms A Moore	17	Ms R Devine	18	Ms M Zacharzewska
19	Ms C Sheridan	20	Mr P Buckulicik	21	Ms M McGhee
22	Ms J Cumlin	23	Ms C Abraham	24	Ms M McLuckie
25	Ms M McKenna	26	Mr W Bruce	27	Mr T Gebbie
28	Mr Cerqua	29	Ms F Henderson	30	Ms E Gibb
31	Ms J Grant	32	Mrs R Anderson	33	Mr J Gardiner
34	Mr A Sheikhehpour	35	Mrs L MacDonald	36	Miss P Wright
37	Ms J Cruickshank	38	Ms J Joyce	39	Mrs E Conwell
40	Ms J Semai	41	Mr R Cormack	42	Mr R Bowman
43	Mrs L McConville	44	Mr A Perez	45	Mr F MacDonald
46	Mr A Downie	47	Mrs S Crilley	48	Mr K Bilsland
49	Mr M Lambe	50	Miss J Cassidy	51	Miss A Bryden
52	Mrs E Hamilton	53	Ms M Brogan	54	Miss L Rae
55	Miss L Bowman	56	Mr M Docherty	57	Mrs J Johnstone
58	Mrs J Gallagher	59	Mrs A Smith	60	Mrs A Cox
61	Mr A Gibson	62	Mr C O'Hagan	63	Ms M Crossett
64	Mr D MacDonald	65	Mrs M McCabe	66	Mrs I McNeilly
67	Mr M Mearns	68	Mrs A Roberts	69	Mr M Murray
70	Mrs M Jones	71	Mrs E Gilmartin	72	Mr T Coyne
73	Mrs S Lamont	74	Ms Mair	75	Mrs C MacKenzie
76	Mrs C Murray	77	Mrs L Young	78	Mr A Kerr
79	Ms E Anderson	80	Ms J Anderson	81	Ms S Crace
82	Mr B Tanis	83	Ms C Hewitt	84	Ms A Thomson
85	Ms V McMullan	86	Mr R McGilp	87	Mr J Dunbar
88	Mr A Logan	89	Mr G Duncan	90	Mrs M Duncan
91	Mrs S Watson	92	Mrs A Day	93	Mr A McGeachie
94	Mrs A Adamson	95	Mrs I Reynolds	96	Mrs F Kearney
97	Mrs M Holmes	98	Mr M Connolly	99	Mr B Mackey
100	Miss E Owens	101	Mrs A Petrucci	102	Ms M Walker
103	Ms M Loudon	104	Mrs M Ferguson	105	Mrs C Rogan
106	Ms H Mulligan	107	Ms A Brown	108	Mr J Connolly
109	Ms R Connolly	110	Mr S Robinson	111	Ms L Rodgers
112	Ms C Conway	113	Mr T Allan	114	Mr A Stewart
115	Ms J Webster	116	Miss M MacPherson	117	Mr A Sorice
118	Ms A McEwan	119	Ms M Browning	120	Mr R Ormiston
121	Mrs M Ormiston	122	Mr S MacKenzie	123	Mr E Olivarius
124	Ms A Curran	125	Ms J Main	126	Ms I Mackie
127	Mrs J Scott	128	Mr A Scott Jnr	129	Ms F McManus
130	Mr G Cobb	131	Mrs M Joyce	132	Ms M Smith

ANNUAL GENERAL MEETING – 23 SEPTEMBER 2021

ITEM 3

CHAIRPERSON'S REPORT

Members may recall that last year's Annual General Meeting was held online using the guidance brought in by emergency legislation due to the Covid-19 pandemic. I was elected Chairperson following the AGM and my first year in the role has been eventful not least because of the ongoing issues associated with the coronavirus and the fact that most Management Committee business has been conducted virtually.

The previous AGM noted that Covid restrictions were easing and that the focus was to be on the resumption of full service provision. Obviously, that turned out not to be the case as many restrictions from the first lockdown were either continued or re-imposed and the last year has been extremely challenging due to the consequences of the pandemic.

Although there has been major disruption to the Association's normal services, the Management Committee has been active in making sure MHA emerges from this difficult time financially secure and able to address the many challenges that will have to be confronted post pandemic. Some key decisions, therefore, were taken during the year which included freezing rents given the financial difficulties Covid-19 was causing many of our tenants and the Management Committee has agreed to carry out a comprehensive property condition survey of the housing owned by MHA. Over the next few months, all tenants will be asked to provide access to their home to allow these surveys which will form the basis for future investment and component replacements.

Work has continued on meeting MHAs legal obligations and programmes related to gas and electrical safety, fire and smoke alarms, legionella and asbestos are ongoing. However, other aspects have been severely disrupted due to the impacts of covid-19. This has made service delivery extremely difficult through a combination of the continued restrictions and the impact of absences caused mainly through staff contracting covid-19 or having to self-isolate. Hopefully, the coming months will see the resumption in the level of service our residents expect.

A recent development worth highlighting is that MHA has been approached by Glasgow City Council regarding the former Haghill Primary School. This building has been derelict for several years and there was a recent roof collapse which has rendered the structure dangerous. The Council has therefore taken the decision to demolish the building. The Association carried out a Feasibility Study in 2015 to develop this site and it may be

that a scheme will be developed on this basis although it has to be stressed that nothing has been agreed.

I would like to thank the Management Committee and staff for their efforts over the past year in what have been very difficult circumstances. A particular mention should be made of MHAs Community Engagement Team who have worked tirelessly to assist vulnerable residents during this time. Finally, I would like to comment on the tremendous community spirit I've witnessed. We should take pride in having a strong and resilient community which is characterised by the wonderful volunteers who have assisted in helping with the food pantry and other activities which support the work of the Association. These efforts have made a real and positive difference for many of our residents.

Louise Williams
Chairperson
7 September 2021.

ANNUAL GENERAL MEETING - 23 SEPTEMBER 2021

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 AGM on Thursday 23 September 2021 and any other dates that the meeting continues on.

Your Name: _____

Your Signature: _____

Date: _____

AGM CANCELLATION OF PROXY FORM

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

am a member of Milnbank Housing Association.

My address is **(please insert)**

I hereby revoke the appointment of **(insert name)** _____
as my representative to vote for me at the Association Annual General Meeting on
23 September 2021 made by me on **(insert date)** _____

I no longer authorise the person referred to above to represent me at the meeting
referred to above.

Your Name: _____

Your Signature: _____

Date: _____

To be returned to the Association no later than 5pm 16 September 2021

ANNUAL GENERAL MEETING

23 SEPTEMBER 2021

MANAGEMENT COMMITTEE NOMINATION FORM

SECTION A - To be completed by member making a nomination

SECTION B - To be completed by member accepting a nomination

SECTION A

I _____ (Print Full Name)

being a member of Milnbank Housing Association hereby nominate

_____ (Print Full Name)

Address _____

Occupation _____

for election to the Management Committee.

Signed _____ Date _____

SECTION B

I _____ (Print Full Name)

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

All completed Nomination Forms must be delivered to MHA Office no later than 7 days prior to the AGM. Therefore, the Association's Rules will prohibit acceptance of a nomination form received after 5pm on 16 September 2021.