

TO ALL MEMBERS OF MILNBANK HOUSING ASSOCIATION

5 September 2022

Dear Member,

ANNUAL GENERAL MEETING 22 SEPTEMBER 2022

The Annual General Meeting of the Association will be held on Thursday 22 September 2022 at 6.30pm for 7.00pm start, in Wood Street Hall, 15 Wood Street, Glasgow. If you plan to attend virtually, please complete the attached form (Appendix A) and return it to the Association.

Yours faithfully



Cathy McGuire
SECRETARY

1. Apologies for Absence
2. Minute of Special General Meeting held on 23 September 2021
3. Minutes of Annual General Meeting held on 23 September 2021
4. Chairperson's Report
5. Presentation of Accounts and Auditor's Report
6. Election of Management Committee Members
7. Appointment of Auditors



0141 551 8131



0141 550 2060



admin@milnbank.org.uk



www.milnbank.org.uk

An electronic copy of this agenda can be viewed on our website at www.milnbank.org.uk or by contacting the office on 0141-551-8131

Appoint a Proxy - If for any reason, you are unable to attend in person or online you can appoint a proxy to attend and vote on your behalf. To appoint a proxy, you must complete the Proxy Form(s) for the AGM, which is 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 **Saturday, 17 September 2022**.

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

Annual Accounts and Auditors Report – The Annual Accounts and Auditors Report will be presented at the AGM. They can be viewed on the Association's website at www.milnbank.org.uk

Election of Management Committee Members – A ballot paper is enclosed. If you wish to vote by post, please use the freepost envelope provided. If you wish to vote in person, please bring the ballot paper to the AGM.

On completion of the AGM's formal business, the prize raffle will be drawn. Thereafter, a range of information stalls will be on display. MHA staff will also be available for Members to discuss privately any individual issues they wish to raise.

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

MINUTE OF THE MILNBANK HOUSING ASSOCIATION SPECIAL GENERAL MEETING HELD ON THURSDAY 23 SEPTEMBER 2021 IN WOOD STREET SOCIAL CLUB AT 7.15PM

PRESENT ON PLATFORM:

Mr A Scott (Vice Chair), Mr A Benson (Director, MHA)

1. **WELCOME AND INTRODUCTION**

Mr Scott advised that he was Acting Chair and welcomed everyone to the meeting thanking them for their attendance. He confirmed that the Special General Meeting would be held to consider a change to the Association's rules and thereafter the Annual General Meeting would take place.

The Director stated that due to the Covid-19 pandemic last year's AGM was held virtually and this was permitted due to temporary legislation. He advised that the Rules did not allow this for this year hence the need to hold a physical meeting. He stated that due to the large number of members of MHA we required a minimum of 79 people to allow the meeting to be quorate and this had been reached.

The Director advised that the Model Rules were last updated in 2015 and that the Rules are updated periodically due to either changes to legislation, adoption of good practice or where any specific rule relates to Housing Associations.

2. **APOLOGIES FOR ABSENCE**

It was noted that there were several apologies received and these are listed at the end of the Minute of the AGM.

3. **COMMENTS ON PROPOSED RULE CHANGE**

The Director referred to the previously distributed notes which highlight the key changes to the Rules. MHAs Solicitor (who was present at the Special General Meeting) confirmed that the Director covered the key points to the members. The members noted that MHAs Solicitor has gone through these changes in detail with the Management Committee and the members are required to approve the adoption of these Rules.

4. **APPROVAL OF RULE CHANGE**

The members were asked to adopt the Rules and advised that Management Committee meetings will thereafter be operating under these Rules. The Director advised that the Solicitor was present to answer any relevant questions. As there were no questions Mr Scott asked the members to adopt the updated Model Rules.

Mr J Campbell, 79 Roebank Street proposed the adoption of the Rules Change. This was seconded by Ms C Tartaglia, 28 Ballindalloch Drive and agreed unanimously, without amendment, by the members present.

MINUTE OF MILNBANK HOUSING ASSOCIATION ANNUAL GENERAL MEETING HELD ON THURSDAY 23 SEPTEMBER 2021 AT 7PM IN WOOD STREET SOCIAL CLUB

PRESENT ON PLATFORM:

Mr A Scott (Acting Chair), Mr A Benson (Director, MHA), Mr J McBride (Auditor, Azets)

IN ATTENDANCE:

MHA Staff Members: Mrs L Sichi, Miss C Anderson, Mrs T Toner, Mr G Kerr, Mrs J MacMillan, Mr J Scott, Ms D Robertson, Miss P Hamilton, Mrs G McGuinness, Mr D Ward, Miss L White, Ms Y Johnstone, Mrs S Pollock

1. **APOLOGIES FOR ABSENCE**

The Director stated that there had been several apologies received and these would be listed at the end of the Minute.

2. **MINUTE OF ANNUAL GENERAL MEETING – 17 SEPTEMBER 2020**

The Minute of the Annual General Meeting held on 17 September 2020 was proposed for approval by Mrs R Tinney, seconded by Mrs J Donachy and approved unanimously, without amendment by the members present. It was confirmed there were no matters arising.

3. **CHAIRPERSON'S REPORT**

The Acting Chair referred to the various points included within the Chairperson's Report.

The Director added that confirmation had been received the previous day regarding the demolition of the former Haghill Primary School this was because of a partial roof collapse which left no option other than demolition as the building is deemed dangerous. The controlled demolition is scheduled to start on 28 September 2021.

The Director acknowledged that during the pandemic MHA faced many challenges and it has been a difficult time for everyone. He further commented that the level and quality of services have not fully returned to where they should be however, this is being worked through. There have been difficulties due to partial office closing, staff having to self-isolate etc. In addition, there has been issues regarding contactors struggling to source materials, shortage of labour, and companies increasing the prices of materials which makes it more difficult for the service to be fully operational.

He finished by stating that there have been positive aspects of the pandemic as this demonstrated the community sticking together to support each other and encouraged everyone to continue this approach.

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

The Acting Chair welcomed James McBride from Azets to the AGM. Mr McBride referred to the previously circulated Group Accounts for the year ending 31 March 2021, including MHA's subsidiary companies and Carbon Footprints Nursery. He confirmed that during the auditing process there

was no actual or alleged fraud including any irregularities found. Also, that the Financial Statements had previously been approved by the Management Committee at their meeting held on 14 September 2021. Following the presentation of the Financial Statements Mr McBride stated that overall, the MHA audit went well and there were no significant issues highlighted.

It was confirmed that there were no matters to be raised and these were duly accepted by the members present. The Acting Chair thanked Mr McBride for his presentation and attendance at the AGM.

5. **ELECTION OF MANAGEMENT COMMITTEE MEMBERS**

The Director advised that in terms of MHA 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 2021 AGM 3 members confirmed that they wished to stand for re-election as follows:

1. Mrs Rose Tinney
2. Mrs Ann Jenkins
3. Miss Georgina O'Hara.

As there were no nominations received to join the Management Committee the above members were re-elected.

The Director advised that following the Tenants Satisfaction Survey carried out several residents had been identified as being interested in joining the Management Committee and this is being followed up by the Depute Director.

6. **APPOINTMENT OF AUDITORS**

The Director advised that this is the final year of the procurement exercise which normally lasts five years. For this financial year the Management Committee recommend the re-appointment of Azets for the forthcoming year. This was unanimously agreed by the members present.

The Acting Chair and Director thanked everyone for their attendance.

SGM/AGM ATTENDANCE REGISTER 2021:

1	Mrs M Anderson	2	Mr M Arbuckle	3	Mrs G Barr
4	Ms E Bell	5	Ms M Boag	6	Mrs A Bowie
7	Miss E Bowie	8	Mr W Bruce	9	Mr J Campbell
10	Ms P Connelly	11	Mrs R Connolly	12	Ms E Conwell
13	Mrs E Cox	14	Ms E Croly	15	Mr D Currie
16	Mrs J Donachy	17	Mrs M Duncan	18	Mr G Duncan
19	Mrs M Edwards	20	Miss D Elliott	21	Miss C Elliott
22	Mrs T Elliott	23	Mr J Elliott	24	Mrs A Ferguson
25	Mrs S Fraser	26	Mr J Gardiner	27	Ms E Gibb
28	Mrs A Gibson	29	Mr N Halls	30	Mrs M Holmes
31	Ms A Hughes	32	Mrs M Hutchison	33	Mr D Hutchison
34	Mrs A Jenkins	35	Mrs J Joyce	36	Mrs C Keenan
37	Mr A Logan	38	Ms C Longman	39	Mr A McAulay
40	Mrs M McCann	41	Mrs E McDougall	42	Mrs A McEwan
43	Miss R McGilp	44	Mrs C McGuire	45	Mrs M McQueen
46	Ms M Morrison	47	Mrs E Muir	48	Mrs A Muir
49	Mrs G Murray	50	Ms A Nibloe	51	Mr J O'Donnell
52	Mrs A O'Donnell	53	Ms J O'Donnell	54	Mrs C Pollock
55	Mrs I Reynolds	56	Mrs J Robertson	57	Ms S Robertson
58	Ms D Robertson	59	Ms L Robinson	60	Ms C Rogan
61	Mr A Scott	62	Mrs Smith	63	Mrs M Smith
64	Mr R Smythe	65	Mr J Sneddon	66	Mr T Stanway
67	Mrs E Stevenson	68	Mrs M Stewart	69	Miss L Stewart
70	Mrs A Strachan	71	Mrs K Sweeney	72	Ms C Tartaglia
73	Mrs R Tinney	74	Mrs F Todd	75	Mr J Traynor
76	Mrs M Walker	77	Mrs L Williams	78	Ms C Williams
79	Mrs M Wilson	80	Mr A Young	81	Ms M Young

SGM/AGM APOLOGIES LIST 2021:

1	Mr J Paulley	2	Ms V McMullen	3	Mr F McDonald
4	Ms H Mulligan	5	Ms J Cruickshank	6	Ms P Wright
7	Mr A Carlin	8	Mr A Carruth	9	Mrs C Carruth
10	Mrs C Fenton	11	Mr G Farren	12	Ms K Reed
13	Ms J Hill	14	Mr B Mayers	15	Mr E Irving
16	Mr J Buxton	17	Mrs A Fleming	18	Ms J Babb
19	Ms H Fraser	20	Ms M Wallace	21	Ms A Smith
22	Mr M Sumner	23	Ms A Greenshiels	24	Mr M Charters
25	Ms Adamson	26	Mr W Madden	27	Mrs S Madden
28	Miss A Bryden	29	Ms J Cassidy	30	Ms I McNeilly
31	Mrs J Kearney	32	Ms D McNally	33	Ms L Elder
34	Mrs M Baxter	35	Mr S Richardson	36	Mrs Abraham
37	Mr A Norrie	38	Mrs M Clark	39	Ms M Belshaw
40	Mr F Kirkland	41	Dr J Harvey	42	Mrs J Gallagher
43	Mr J Smith	44	Ms S Crace	45	Mr S MacKenzie
46	Ms K Craig	47	Mrs J Scott	48	Ms F McManus
49	Ms C Hutchison	50	Mr D Hutchison	51	Miss S Bowie
52	Mr W Gallagher	53	Ms A Donachy	54	Mr J Connolly
55	Ms D Murphy	56	Ms L Best	57	Mrs A Petrucci
58	Mr M Mearns	59	Mr J McCann	60	Mrs A Etherson

ANNUAL GENERAL MEETING – 22 SEPTEMBER 2022

ITEM 4

CHAIRPERSON'S REPORT

Introduction

I normally begin the Chairperson's Report by stating that the past year has been busy and eventful. This is most certainly the case again, but as the year has unfolded it has become apparent that the challenges facing Milnbank Housing Association (MHA) and our community are unprecedented. Not only do we have the consequences of the Covid-19 pandemic to deal with, but the emerging cost of living crisis is impacting on all of us.

The Management Committee are all local residents and are acutely aware of the impact rising prices has on incomes. In terms of MHA's role as a community-owned housing provider, the key challenge is obviously to provide a decent service at a cost local people can afford. At the present time, it remains to be seen what the full impact of such things the increased cost of energy will be, but the indications are that the general living standards in the community will fall. It is within this context that MHA's Management Committee will have to make key decisions in relation to the services provided and the rent levels and factoring fees charged.

Property Condition Report

A key task undertaken in the past year has been the inspection of MHA's properties. It was decided to carry out inspections to all properties internally as well as all common areas and we were successful in achieving an access rate of over 80% of the housing stock. I'd like to thank our tenants for their co-operation with this exercise as it has provided really good information regarding future investment priorities. The inspections confirmed that the stock was in reasonable condition with no inherent building failures or structural problems identified.

Component Replacements

The property condition inspections confirmed that components such as kitchens, bathrooms etc. will need to be replaced in the short to medium term. This was anticipated and the Association has already made financial provision to allow a programme of work to proceed. The current stage in the process is to establish the work programme priorities and carry out a tendering exercise with contractors. Work on component replacements is expected to begin in the coming months.

Development Activity

The Association was approached by Glasgow City Council last year concerning the re-development of the former Haghill Primary School site.

Although this was a listed building, the state of disrepair meant that the building had to be demolished and MHA is working up proposals for a new build scheme on the site. This will be housing for rent and is expected to provide 48 properties. Again, the operating conditions for construction schemes are difficult due to rising costs, but MHA will work closely with the City Council to ensure a viable and affordable housing development can be delivered for the benefit of the local community.

Rents

Another major exercise undertaken by the Association has been to look at the rent structure to ensure that rent levels are consistent. The stock transfer undertaken several years ago resulted in some disparities over rent levels and this exercise aims to address the issue and ensure rents are fair and equitable across the housing stock. The Management Committee will be assessing the outcomes from this exercise in the near future and thereafter consultation with tenants will be undertaken.

Conclusion

The Chairperson's Report can only summarise some of the key issues being addressed currently. A whole range of activities and engagements take place on an ongoing basis relating to core housing-related activities and as part of the Association's role as a community anchor organisation. These activities are governed by our committee, staff, and a significant number of community volunteers. I'd like to thank them for their efforts to make the Milnbank area better and would again highlight the importance of community ownership to our members. I'm conscious that in these particularly difficult times things can go wrong or there can be frustrating delays in getting some tasks completed. I'd like to stress, however, that owning the housing stock means that this community makes the important decisions about what the priorities should be regarding our housing and related activities. I think this is something that we should continue to protect irrespective of the challenges we face.

Allan Scott
Chairperson
1 September 2022.

ANNUAL GENERAL MEETING

22 SEPTEMBER 2022

Appendix A – AGM Confirmation of Virtual Attendance Form

Notification of Intention to Attend Annual General Meeting (AGM)

This form is to tell us that you will attend our AGM on Thursday, 22 September 2022 at 7pm virtually. This is to allow us to plan 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 virtually attend the AGM Thursday, 22 September 2022. I am aware that I will have to log in to the meeting using Microsoft teams videoing conference and that the joining details will be provided via e-mail by **Thursday, 15 September 2022**

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 **Wednesday, 14 September 2022** to: MHA office, 53 Ballindalloch Drive or email: admin@milnbank.org.uk

ANNUAL GENERAL MEETING

22 SEPTEMBER 2022

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 22 September 2022 and any other dates that the meeting continues.

Your Name: _____

Your Signature: _____

Date: _____

To be returned to the Association no later than 5pm on Saturday, 17 September 2022.

ANNUAL GENERAL MEETING

22 SEPTEMBER 2022

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 22 September 2022 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: _____

All cancellation of proxy forms must be received by the Association no later than 5pm on 22 September 2022.

ANNUAL GENERAL MEETING

22 SEPTEMBER 2022

AGM APOLOGIES FORM

I am unable to attend and wish to tender my apologies for the AGM on Thursday 22 September 2022

Print Name: _____

Signed: _____

Address: _____

Date: _____