



**Milnbank**  
Housing Association

53 Ballindalloch Drive, Glasgow G31 3DQ

05 September 2023

Dear Shareholder

**INVITATION to SPECIAL GENERAL MEETING and ANNUAL GENERAL MEETING of MILNBANK HOUSING ASSOCIATION**

Notice is hereby given that the following meetings of **Milnbank Housing Association Limited** will be held on **Thursday, 21 September 2023**, in **Wood Street Hall, 15 Wood Street, Glasgow:**

- **Special General Meeting at 7pm** – to consider a change to the Association's Rules; and
- **Annual General Meeting at 7.15pm**

You may also attend these meetings online. If you wish to attend online, please email [admin@milnbank.org.uk](mailto:admin@milnbank.org.uk) by **5 pm on Wednesday, 20 September 2023** and a meeting link will be sent to you.

**Special General Meeting (SGM)**

The purpose of the SGM is to seek the membership's approval for the Association to partially amend its Rules. An SGM agenda is attached, which includes a Special Resolution setting out the proposed changes to the Rules.

The Association's Rules were last updated in 2021. The Committee now wishes to seek Members' approval to further update those Rules. The changes are intended to clarify some of the current Rules and to introduce some new provisions. The Committee considered the changes in detail at its meeting on 30 May 2023, and they were approved by Committee on 13 June 2023.

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

I would therefore seek the support of the Members at the SGM to approve this partial amendment of the Rules for Milnbank Housing Association.

**Annual General Meeting (AGM)**

The AGM agenda and associated papers are enclosed. A copy of this agenda can be viewed on our website at [www.milnbank.org.uk](http://www.milnbank.org.uk) or by contacting the office on 0141-551-8131.

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.

**Attending or Appointing 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. Membership details will be checked on entry. To appoint a proxy to attend and vote for you, you must complete the **Proxy**

**Appointment Form** for either or both the Special General Meeting and /or the Annual General Meeting, which is enclosed and either return it to the Association's office at 53 Ballindalloch Drive, Glasgow, G32 3DQ or take a picture of the completed form and e-mail it to [admin@milnbank.org.uk](mailto:admin@milnbank.org.uk) no later than **5pm on Saturday 16 September 2023**.

Alternatively, if you are unable to attend or appoint a proxy, please submit your apologies to the office by completing the enclosed form and returning it to the Association's office at 53 Ballindalloch Drive, Glasgow, G32 3DQ or take a picture of the completed form and e-mail it to [admin@milnbank.org.uk](mailto:admin@milnbank.org.uk)

The Association will assist with travel to these general meetings. Please let us know if you would like assistance to attend by email: [admin@milnbank.org.uk](mailto:admin@milnbank.org.uk) or by phone: 0141-551-8131 no later than Monday, 18 September 2023.

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:** SGM Agenda; Special resolution with Proposed partial amendment to the Rules; Summary of Changes; Proxy Form – SGM.
- **For AGM:** AGM Agenda; Minutes of 2022 AGM; Proxy Form; Ballot Paper(only if ballot is required)

**SPECIAL GENERAL MEETING OF MILNBANK HOUSING  
ASSOCIATION LIMITED TO BE HELD ON THURSDAY, 21 SEPTEMBER  
2023 AT 7pm IN Wood Street Hall, 15 Wood Street, Glasgow**

**AGENDA**

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

That the Association adopts the following partial Rule amendment, subject to any non-material amendments that might be required by the Financial Conduct Authority.

**1) Delete existing Rule 37.1 and replace with (changes marked):**

37.1 The Association shall have a Committee of Management which shall have a minimum of 7 and a maximum (including co-optees) of 15 persons of whom

37.1.1 up to fourteen Committee Members may be elected in terms of Rule 40.1 (**"Elected Committee Members"**); a majority of the Committee of Management must at all times be Elected Committee Members.

37.1.2 up to one person, who need not be a Member, who shall be appointed for a specified term of office as a Committee Member by the Committee subject to that person being willing and eligible to be so appointed ("**Appointed Committee Member**"). Appointed Committee Members shall not retire in accordance with Rule 39.1 but shall continue in office (subject to Rules 43 and 44) until the specified term of office expires or such appointment is revoked by resolution of the Committee. The Appointed Committee Member can be appointed by the Committee at any time and shall not be a co-optee for the purposes of these Rules. ~~Committee Member may be a local Councillor proposed by Glasgow City Council and, if they meet all the eligibility criteria for a Committee Member in these Rules and the Association's policies, co-opted by the Committee of Management in terms of Rule 42.1.~~

**2) Delete existing Rule 37.4 and replace with (changes marked):**

37.4 An employee of the Association may not be a Committee Member. A Close Relative of an employee may only be a Committee Member where the Committee has satisfied itself that it is in the best interests of the Association and permitted by the Association's policies and any statutory or regulatory provisions relating to the appointment of someone related to an employee and the Association's policies, which policies must include provisions that:

37.4.1 A Close Relative of an employee who is in a position of seniority within the Association's employee structure cannot be a Committee Member; and

37.4.2 No more than 20% of the total number of Committee Members should be related to employees; as confirmed immediately following each annual general meeting.

**3) Delete existing Rule 37.4 and replace with (changes marked):**

37.6 The Committee shall assess annually the skills, knowledge, diversity and objectivity that it needs for its decision making and what is contributed by the Committee Members by way of annual performance reviews. The Committee must be assured that any Elected Committee Member seeking re-election to the Committee, or Appointed Committee Member seeking to continue as a Committee Member, who has continuous service on the Committee of 9 years or more and who is seeking re-election is able to demonstrate his/her continued effectiveness as a Committee Member before he/she may stand for re-election or continue as an Appointed Committee Member.

**4) Delete existing Rules 39.1 and 39.2 and replace with (changes marked):**

39.1 At the end of every annual general meeting, one-third of the Elected Committee Members or the nearest whole number thereto, must retire. Anybody appointed as a co-optee under Rule 42.1 or to fill a casual vacancy under Rule 41 and who retires for that reason, shall not count towards the one third provision. The retiring Elected Committee Members should be selected in accordance with Rule 39.2.

39.2 In the absence of Committee Members standing down voluntarily, the retiring Elected Committee Members should be those who have served the longest on the Committee since the date of their last election. If two or more Elected Committee Members have served equally long and cannot agree who should retire, they must draw lots.

**5) Delete existing Rule 39.4 and replace with (changes marked):**

39.4 If ~~a~~ an Elected Committee Member retires from the Committee in terms of Rule 39 on the date of the next annual general meeting, that Committee Member can stand for re-election without being nominated.

**6) Delete existing Rule 40.1 and replace with (changes marked):**

40.1 If, at the annual general meeting the number of Members standing for election is less than or equal to the number of vacant places for Elected Committee Members, the Chairperson will declare them elected without a vote. If there are more Members standing for election than there are vacant places for Elected Committee Members, those present at the general meeting or those exercising a postal vote in accordance with Rule 27.6 will elect Members onto the Committee, in accordance with Rule 29.2. Each Member present or who has appointed a representative will have one vote for each place to be filled on the Committee. A Member must not give more than one vote to any one candidate.

**7) In Rule 40.2 delete the final sentence and replace with (changes marked):**

Nomination forms can be obtained from the Association and must be completed fully and returned by hand or by post to the Association's registered office at least ~~7~~21 days before the general meeting.

**8) Delete existing Rule 41 and replace with (changes marked):**

41 If an ~~elected~~Elected Committee Member leaves the Committee between the annual general meetings, this creates a casual vacancy and the Committee can appoint a Member to take their place on the Committee until the next annual general meeting.

**9) Delete existing Rule 42.1 and replace with (changes marked):**

42.1 The Committee can co-opt to the Committee or to a sub-committee anyone it considers is suitable to become a Committee Member in the Elected Committee Member category or member of a sub-committee. Co-optees do not need to be Members, but they can only serve as co-optees on the Committee or sub-committee until the next annual general meeting or until removed by the Committee. A person co-opted to the Committee can also serve on any sub-committees.

**10) Delete existing Rule 42.3 and replace with (changes marked):**

42.3 Committee Members co-opted in this way must not make up more than one-third of the total number of the Elected Committee Members or total number of sub-committee members at any one time. The presence of co-optees at Committee Meetings will not be counted when establishing whether the minimum number of Committee Members are present to allow the meeting to take place as required by Rule 48 and the presence of co-optees will not count towards the quorum for sub-committee meetings.

**11) Delete existing Rule 44.2 and replace with (changes marked):**

44 A Committee Member will cease to be a Committee Member if:

...

44.2 he/she ceases to be a member unless he/she is an Appointed Committee Member in terms of Rule 37.1.2, a co-optee in terms of Rule 42.1 or an appointee of The Scottish Housing Regulator;  
or

**12) Add "or" at the end of Rule 44.8 and Add new Rule 44.9 as follows:**

44.8 he/she is a Committee Member retiring in accordance with Rule 39.1.; or

44.9 he/she is an Appointed Committee Member whose specified term of office has expired, or whose appointment has been revoked by resolution of the Committee or who has continuous service on the Committee of nine years or more and the Committee is not satisfied of the individual's continued effectiveness as a Committee Member and in these circumstances the Committee has resolved that he/she shall cease to be a Committee Member.

**13) Delete existing Rule 48 and replace with (changes marked):**

48 It is up to the Committee to decide when and where to hold its ordinary meetings, but it must meet at least six times a year. There must be at least four Committee Members present for the meeting to take place, with a majority of the Committee Members present being Elected Committee Members, for the meeting to take place.

**14) Delete existing Rule 59.1 and replace with (changes marked):**

59.1 The Association must have a Secretary, a Chairperson and any other Office Bearers the Committee considers necessary. The Office Bearers, except for the Secretary, must be ~~elected~~ Elected Committee Members or Committee Members appointed to fill casual vacancies in accordance with Rule 41 but cannot be co-optees. An employee may hold the office of Secretary although not be a Committee Member. The Committee will appoint these Office Bearers. If the Secretary cannot carry out his/her duties, the Committee, or in an emergency the Chairperson, can ask another Office Bearer or employee to carry out the Secretary's duties until the Secretary returns.

**SUMMARY OF PROPOSED RULE CHANGES FOR SPECIAL GENERAL MEETING ON 21 SEPTEMBER 2023:**

|  |  |
|--|--|
| <p>THE COMMITTEE OF MANAGEMENT<br/>(Amendment no.1)</p>  | <p>Rule 37.1 sets out how the Committee of Management is composed. At present, <u>Rule 37.1.2</u> provides for the Council to propose a Councillor, who may then be co-opted onto the Committee if they meet the Association’s eligibility criteria.</p> <p>Changes provide that, instead of appointing a Councillor, <u>Rule 37.1.2</u> allows the Committee to appoint one “<b>Appointed Committee Member</b>”. This is an option provided for in the Model Rules and is proposed as a modernisation of the Committee structure.</p> <p>The term “<b>Elected Committee Member</b>” is added to Rule 37.1.1, to distinguish between 2 types of Committee member. The number of Elected Committee Members is unchanged by these amendments.</p>  |
| <p>ELECTED AND APPOINTED COMMITTEE MEMBERS<br/>(Amendments nos. 3, 4, 5, 6, 8, 9, 10, 11, 12, 13 and 14)</p> | <p>The changes at <u>Rule 37.1</u> lead to various other minor changes to Rules 37.6, 39.1-39.2, 39.4, 40.1, 41, 42.1, 42.3, 44.2, 44.9, 48 and 59.1.</p> <p>Among other things, the amendments confirm that Elected Committee Members will always be in the majority. As the Association is only proposing to have one Appointed Committee Member, this is clearly the case.</p> <p>The one Appointed Committee Member is a full Committee Member, not a co-optee, but does not have to be a member of the Association. However, they cannot be appointed as an Office Bearer.</p>  |
| <p>THE COMMITTEE OF MANAGEMENT – ELIGIBILITY<br/>(Amendment no.2)</p>  | <p><u>Rule 37.4</u> is amended. As before, no employee of the Association can be a Committee Member. As introduced at the last Rule change put to the members in 2021, a Close Relative (defined in Rule 89.4) of an employee may 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>Key elements of the Association’s policy requirements in this regard are now set out in <u>Rule 37.4</u> – that is:</p> <ul style="list-style-type: none"> <li>• A Close Relative of an employee who is in a position of seniority within the Association’s employee structure cannot be a Committee Member.</li> <li>• No more than 20% of the total number of Committee Members should be related to employees; as confirmed immediately following each annual general meeting.</li> </ul> |
| <p>ELECTING COMMITTEE MEMBERS<br/>(Amendment no.7)</p>   | <p><u>Rules 40.2</u> is amended, to confirm the timeframe for return of nomination forms. Nomination forms are now issued to members at least 28 days before an annual general meeting (AGM), so that there is time to prepare postal ballots, if necessary, for Elected Committee Members. Members have 7 days within which to return these forms, so the forms must be returned at least 21 days before the AGM. The amendment clarifies this timeframe.</p>   |

**ANNUAL GENERAL MEETING OF MILNBANK HOUSING  
ASSOCIATION LIMITED TO BE HELD ON THURSDAY, 21  
SEPTEMBER 2023 AT 7.15 IN Wood Street Hall, 15 Wood Street,  
Glasgow**

**AGENDA**

1. Apologies for Absence
2. Minute of Annual General Meeting held on 22 September 2022
3. Chairperson's Report
4. Presentation of Accounts and Auditor's Report
5. Election of Management Committee Members
6. Appointment of Auditors



## **ANNUAL GENERAL MEETING – 21 SEPTEMBER 2023**

### **AGENDA ITEM 2**

#### **MINUTE OF MILNBANK HOUSING ASSOCIATION ANNUAL GENERAL MEETING HELD ON THURSDAY 22 SEPTEMBER 2022 AT 7PM IN WOOD STREET SOCIAL CLUB**

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

Mr A Scott (Chair), Mrs L Sichi (Interim Director, MHA), Mr A Stewart (Auditor, Azets)

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

**MHA Staff Members:** Miss C Anderson, Mr J Scott, Mr P Cowan, Mr G Kerr, Mrs J MacMillan, Mr J Gormlie, Miss P Hamilton, Miss L White, Mr D Ward, Mrs S Pollock, Mrs P McDonald, Ms D Robertson, Ms C Williams  
**Observers:** Mr P Martin, Mrs M Davis (BTO Solicitors) and Mrs E Ingram

The Chair welcomed everyone to the meeting and thanked them for their attendance. He then introduced the members on the platform.

1. **APOLOGIES FOR ABSENCE**

Several apologies were received, these are listed in the Minute.

2. **MINUTE OF SPECIAL GENERAL MEETING – 23 SEPTEMBER 2021**

The above was proposed for approval by Mrs J Donachy, seconded by Mrs R Tinney and approved unanimously, without amendment, by the members. It was confirmed there were no matters arising.

3. **MINUTE OF ANNUAL GENERAL MEETING – 23 SEPTEMBER 2021**

The above was proposed for approval by Mr N Halls, seconded by Mrs M Hutchison and approved unanimously, without amendment, by the members. It was confirmed there were no matter arising.

4. **CHAIRPERSON'S REPORT**

The Chair advised that a copy of the Chairperson's Report was included in the papers, and he invited the Interim Director to highlight the main points of this report.

The Interim Director advised that the current Director, Alan Benson is due to retire at the end of October 2022 following his current annual leave. She stated that the new Director, Paul Martin, is due to start at the end of October and that he was present at tonight's meeting.

The Interim Director acknowledged that Mr Benson had been in post for 27 years and was an outstanding example of a Director of a Community Controlled Housing Association. She stated that he was an excellent leader and lived the ethos of being community controlled and the biggest compliment to be paid to Alan was that he always put the community first. The Management Committee and everyone present wished Alan Benson a long and happy retirement.

The Interim Director asked if questions could be held to the end of the meeting as staff will be available to answer any issues raised.

#### Cost of Living Crisis

The Interim Director advised that one of the main issues currently affecting everyone is the cost-of-living crisis, this is coming on the back of the Covid-19 pandemic. The Management Committee are taking this on board and will be looking to strike a balance between providing a decent service at a cost local people can afford. MHA will be carrying out a rent consultation this year and as a community anchor organisation there are other practical things we are doing e.g., Food Pantries, Income Maximisation Service, Recycling Shop and Community Halls.

#### Stock Condition Survey (SCS)

The members were advised that MHA have carried out a SCS and the outcome shows that the properties are in good condition. Work will be ongoing to create a work programme to look at component replacements e.g., Kitchens, bathrooms etc and this will be starting in the next few months.

#### Development Activity

MHA are working up proposals to provide 48 houses for rent on the site of the former Haghill School. Construction costs are increasing but MHA will work closely with GCC with regards to this.

#### Rent Harmonisation Exercise

The above has been undertaken to look at the different levels of rent across the stock and bring them into line to ensure that rent charges are made a fairer system.

The Interim Director, on behalf of the Chair, gave thanks to all Management Committee members and volunteers for their valued contribution to MHA.

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

The Chair welcomed Alastair Stewart from Azets. Mr Stewart referred to the previously circulated Group Accounts for the year

ending 31.03.22, including MHAs Subsidiary Companies. He confirmed that during the audit process there were no actual or alleged fraud or irregularities found and no significant issues were highlighted. He pointed out that the fall in income and increase in expenditure was largely due to the easing of Covid restrictions in the last financial year. He also confirmed that the Group can continue to operate for the next 12 months with no issues. It was confirmed that there were no matters to be raised and the accounts were duly accepted by the members present. The Chair thanked Mr Stewart for this presentation and attendance at the AGM.

6. **ELECTION OF MANAGEMENT COMMITTEE MEMBERS**

The Interim Director advised of the new rules adopted last year and explained the rule changes regarding how to make a nomination to the Management Committee. She pointed out that members had received an initial nomination form and then received a subsequent voting paper along with the AGM papers which could either be returned in advance or handed in on the night of the meeting. All votes are made anonymously, and the purpose of the reference number is to ensure that there are no duplicate votes and after the election all forms will be shredded. There were 6 places available on the Management Committee and 8 interested candidates. She confirmed that 4 nominations had been received and 4 Committee members are required to stand down and were subsequently restanding for election.

The nominations were received for:

1. Mary Brady
2. Ellen Conwell
3. Gemma Hay
4. Andrea Ormiston

The 4 committee members standing for re-election are:

1. Margaret Anderson
2. May Hutchison
3. John O'Donnell
4. Maggie Smith

As a result of there being 8 nominations for 6 places a vote was required. The votes were counted, independently, by the Solicitor and the Auditor. The count of votes received were as follows:

- John O'Donnell – 66 votes
- May Hutchison – 64 votes
- Margaret Anderson – 42 votes
- Ellen Conwell – 38 votes
- Maggie Smith – 29 votes
- Gemma Hay – 29 votes
- Mary Brady – 27 votes
- Andrea Ormiston – 26 votes

Mary Brady and Andrea Ormiston were unsuccessful in being elected to the Management Committee. The Interim Director will contact them to discuss being involved in various Sub-Committees or Boards.

## 7. **APPOINTMENT OF AUDITORS**

The Chair advised that following a procurement process the current Auditor, Azets, were successful in the tender process and will be appointed for the upcoming year.

The Chair thanked everyone for their attendance.

The Interim Director advised the members that one of MHA tenants, who normally attends the AGM, will be celebrating her 100<sup>th</sup> birthday next week and MHA wish to record this fantastic achievement.

The Interim Director then stated that staff are available for discussion and that there are various stalls set up and representatives are available from Police Scotland and Home Energy Scotland. She also thanked the stallholders for coming along to the AGM and the recently held Road Shows.

### **AGM ATTENDANCE REGISTER 2022:**

|    |                       |    |                 |    |                 |
|----|-----------------------|----|-----------------|----|-----------------|
| 1  | Mrs M Anderson        | 2  | Mr M Arbuckle   | 3  | Mrs G Barr      |
| 4  | Ms I Barrett          | 5  | Ms M Baxter     | 6  | Ms E Bell       |
| 7  | Mrs A Bowie           | 8  | Miss E Bowie    | 9  | Mr W Bruce      |
| 10 | Mr J Campbell         | 11 | Mrs R Connolly  | 12 | Ms E Conwell    |
| 13 | Mrs E Cox             | 14 | Mrs J Donachy   | 15 | Mrs A Ferguson  |
| 16 | Mrs M Flannagan       | 17 | Mrs A Fleming   | 18 | Mr P Flynn      |
| 19 | Ms S Fraser           | 20 | Ms E Gibb       | 21 | Ms A Gibson     |
| 22 | Mrs M Gilmour         | 23 | Mr N Halls      | 24 | Ms G Hay        |
| 25 | Mrs M Holmes          | 26 | Ms A Hughes     | 27 | Ms M Hughes     |
| 28 | Mrs M Hutchison       | 29 | Ms A Jenkins    | 30 | Mrs J Joyce     |
| 31 | Ms C Keenan           | 32 | Ms M Keenan     | 33 | Mr F Kirkland   |
| 34 | Mr A Logan            | 35 | Mrs S Madden    | 36 | Mr W Madden     |
| 37 | Mr A McAulay (proxy)  | 38 | Mrs M McCann    | 39 | Mr K McDaid     |
| 40 | Mrs E McDougall       | 41 | Mrs A McEwan    | 42 | Miss R McGilp   |
| 43 | Mr J McGinnes (proxy) | 44 | Mrs C McGuire   | 45 | Ms V McMullan   |
| 46 | Mrs M McQueen         | 47 | Mrs J Morgan    | 48 | Ms M Morrison   |
| 49 | Mrs R Mosedale        | 50 | Mrs W Muhammed  | 51 | Mrs E Muir      |
| 52 | Ms A Muir             | 53 | Mr J O'Donnell  | 54 | Mrs A O'Donnell |
| 55 | Ms J O'Donnell        | 56 | Ms A Ormiston   | 57 | Ms C Pollock    |
| 58 | Mrs I Reynolds        | 59 | Mr S Richardson | 60 | Mrs J Robertson |

|    |                |    |                 |    |               |
|----|----------------|----|-----------------|----|---------------|
| 61 | Ms S Robertson | 62 | Ms D Robertson  | 63 | Ms L Robinson |
| 64 | Ms C Rogan     | 65 | Mr A Scott      | 66 | Mrs Smith     |
| 67 | Ms M Smith     | 68 | Miss C Smith    | 69 | Mr R Smythe   |
| 70 | Mr J Sneddon   | 71 | Mrs E Stevenson | 72 | Mrs M Stewart |
| 73 | Mrs A Strachan | 74 | Ms C Tartaglia  | 75 | Mr J Taylor   |
| 76 | Mrs R Tinney   | 77 | Mr K Trainer    | 78 | Ms Walker     |
| 79 | Ms A Wallace   | 80 | Mrs L Williams  | 81 | Ms C Williams |
| 82 | Mrs M Wilson   | 83 | Mr A Young      | 84 | Ms M Young    |

### AGM APOLOGIES LIST 2022:

|     |                  |     |                |     |                 |
|-----|------------------|-----|----------------|-----|-----------------|
| 1   | Miss A Bryden    | 2   | Ms M Murray    | 3   | Ms C Foote      |
| 4   | Mrs Duncan       | 5   | Mr Duncan      | 6   | Mr B Fleming    |
| 7   | Ms M Fleming     | 8   | Mr I MacMillan | 9   | Mr K Robertson  |
| 10  | Miss S Robertson | 11  | Ms I McCall    | 12  | Mr C Vance      |
| 13  | Ms F Clark       | 14  | Ms K Rennie    | 15  | Mr D Hutcheon   |
| 16  | Ms K Wheeler     | 17  | Mr J Brown     | 18  | Ms A Cybulska   |
| 19  | Ms L Scott       | 20  | Mr A Strachan  | 21  | Ms L Caven      |
| 22  | Ms L McGinlay    | 23  | Mr K Wong      | 24  | Ms S McBain     |
| 25  | Ms M Primrose    | 26  | Ms L Smith     | 27  | Ms A McGrath    |
| 28  | Ms J Dawson      | 29  | Mr T Gray      | 30  | Ms M Rennie     |
| 31  | Miss C Hutchison | 32  | Mr D Hutchison | 33  | Ms S Olander    |
| 34  | Mr P Bingham     | 35  | Mr W Hughes    | 36  | Mrs C Hewitt    |
| 37  | Ms G Hunt        | 38  | Mrs J Scott    | 39  | Ms J McLaughlin |
| 40  | Ms L McConville  | 41  | Ms C Marsh     | 42  | Ms A Roberts    |
| 43  | Mr W Allan       | 44  | Ms P Sneddon   | 45  | Mr J Elliott    |
| 46  | Ms J Cruickshank | 47  | Ms P Wright    | 48  | Mr M Connolly   |
| 49  | Ms L Connor      | 50  | Ms J Crichton  | 51  | Ms A Curran     |
| 52  | Ms R Anderson    | 53  | Mr G Farren    | 54  | Mrs M McKenna   |
| 55  | Mr W Gallacher   | 56  | Mrs A McEwan   | 57  | Mr A Downie     |
| 58  | Ms C Devine      | 59  | Mrs J Semai    | 60  | Mr A Sorice     |
| 61  | Ms E Bowers      | 62  | Mr F Steele    | 63  | Mr B Tanis      |
| 64  | Mrs M Steele     | 65  | Ms R Palmer    | 66  | Ms F McManus    |
| 67  | Mrs M Young      | 68  | Ms L Bowman    | 69  | Mrs A Day       |
| 70  | Ms H Mulligan    | 71  | Mrs C Carruth  | 72  | Mr A Carruth    |
| 73  | Ms L Young       | 74  | Mrs T Elliott  | 75  | Mrs J Moya      |
| 76  | Ms J Gallagher   | 77  | Ms N Kasova    | 78  | Ms C Sheridan   |
| 79  | Ms C Millar      | 80  | Mrs G Murray   | 81  | Mr D Stewart    |
| 82  | Miss E McGregor  | 83  | Mrs M Edwards  | 84  | Ms E Croly      |
| 85  | Ms P Kane        | 86  | Mr G Smith     | 87  | Ms M Vaka       |
| 88  | Mrs S Watson     | 89  | Ms E Sideserf  | 90  | Miss P Connelly |
| 91  | Mrs E Hamilton   | 92  | Mr J Smith     | 93  | Miss L Best     |
| 94  | Mr J McCann      | 95  | Mrs C Garvie   | 96  | Mrs I McNeilly  |
| 97  | Miss J Cassidy   | 98  | Mr W Barr      | 99  | Mr J Burke      |
| 100 | Miss L Burke     | 101 | Mr Connelly    | 102 | Mr Wilson       |
| 103 | Mr G McDougall   | 104 | Mr I McDougall |     |                 |

## **ANNUAL GENERAL MEETING – 21 SEPTEMBER 2023**

### **AGENDA ITEM 3**

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

This report provides an opportunity to assess our performance over the year, gauge the progress achieved, and consider the challenges ahead. Within the Milnbank Housing Association, the emphasis on people and community remains. Our foremost concern continues to be supporting our tenants and the local community. We have continued to provide direct, practical support, including increasing the activity within our food pantry, access to MHA income maximisation officers and support being provided by the community engagement team.

As advised in my report last year, MHA will be working towards ensuring all properties receive a property stock condition survey. These surveys have allowed MHA to assess the condition of our stock, including the condition of our components, such as bathrooms and bathrooms. It was decided recently to pause our proposed competent replacement programme due to tender returns being much higher than anticipated. We continue to review our position on a regular basis.

Glasgow City Council contacted the Association in 2021 regarding the redevelopment of the former Haghill Primary School site. Despite its status as a listed building, its deteriorated condition necessitated its demolition. Currently, MHA is in the process of submitting plans for a new development at the former school. The development will create around 48 homes for rent. It's worth highlighting that the conditions for the proposed development are challenging due to escalating costs. Nonetheless, MHA is committed to working closely with Glasgow City Council to ensure the success of a housing initiative that will directly benefit the local community. The Association continue to consider other development opportunities that would benefit the Association.

Another major announcement since my last report has been the retirement of our former Director, Alan Benson, in October 2022 and the appointment of our new Chief Executive, Paul Martin, at the end of October 2022. Paul has been working with the Management Committee on ensuring our staffing structure is fit for purpose and that our strategic objectives are being taken forward. The newly formed Leadership Team have been working closely with the Management Committee to ensure we deliver a high level of customer service and, at the same time, achieve value for money.

The Chairperson's Report provides a snapshot of key ongoing endeavours. Our continuous efforts encompass a wide range of housing-related activities that are crucial to our role as a Community-Based Housing

Association. Our dedicated committee, staff, and volunteers oversee these initiatives. Our appreciation goes out to them for their contributions.

Allan Scott  
Chairperson  
1 September 2023.

**ANNUAL GENERAL MEETING – 21 SEPTEMBER 2023**

**AGENDA ITEM 4**

**PRESENTATION OF ANNUAL ACCOUNTS & AUDITOR'S 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](http://www.milnbank.org.uk) or a copy obtained from the office.



**ANNUAL GENERAL MEETING – 21 SEPTEMBER 2023**

**AGENDA ITEM 5**

**ELECTION OF MANAGEMENT COMMITTEE MEMBERS**

Rules state that at the end of every annual general meeting, one-third of the Committee Members or the nearest whole number thereto must retire. Those appointed as a co-optee, or to fill a casual vacancy and who retire for that reason shall not count towards the one-third provision. The retiring Committee Members should be selected in accordance with Rule 39.2.

In the absence of Committee Members standing down voluntarily, the retiring Committee Members should be those who have served the longest on the Committee since the date of their last election. If two or more Committee Members have served equally long and cannot agree on who should retire, they must draw lots.

Committee Members must also retire if they have been co-opted onto the Committee or have filled casual vacancies.

If a Committee Member retires from the Committee in terms of Rule 39 on the date of the next AGM, that Committee Member can stand for re-election without being nominated.

In accordance with Rule 39 above, the four current longest serving Committee Members are seeking re-election. These are: Nick Halls, Cathy McGuire, Allan Scott, and Alex Young. If further nominations are received, a ballot paper will be included with the AGM papers. Biographical details of those seeking re-election or election will be attached to the ballot paper.

If a ballot becomes necessary, please be aware that should you attend the AGM, you must have your ballot paper with you to cast your vote during the meeting.

Should you be unable to attend and vote in person or appoint a proxy to attend and vote, please return your postal vote to the Association's office at 53 Ballindalloch Drive, Glasgow, G32 3DQ no later than 5pm on Saturday 16 September 2023 NOTE: postal votes must be submitted at least five days before the meeting.

**SPECIAL GENERAL MEETING**  
**AND / OR**  
**ANNUAL GENERAL MEETING**

**21 SEPTEMBER 2023**

**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 **Special General Meeting and / or Annual General Meeting [delete as appropriate]** on Thursday 21 September 2023 and any other dates that the said meeting(s) continue on.

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

Your Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**To be returned to the Association no later than 5pm on Saturday 16 September 2023.**

**SPECIAL GENERAL MEETING**  
**AND / OR**  
**ANNUAL GENERAL MEETING**

**21 SEPTEMBER 2023**

**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's **Special General Meeting and / or Annual General Meeting [delete as appropriate]** on 21 September 2023 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 21 September 2023.**

**SPECIAL GENERAL MEETING**  
**AND / OR**  
**ANNUAL GENERAL MEETING**

**21 SEPTEMBER 2023**

**APOLOGIES FORM**

I am unable to attend and wish to tender my apologies for the **Special General Meeting and / or Annual General Meeting [delete as appropriate]** on Thursday 21 September 2023

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_