

Minutes of the Thirty Eighth Annual General Meeting of Orkney Housing Association Limited held on Wednesday 13 September 2023 at 5.30pm

Present:

Members: In Person: Maureen Grant, Colin Gunn, Peter Johnston, Brian Kynoch, Fiona Lettice, Mary Ann Lewis, Bruce Pilkington, John White and Roella Wilson

Remotely: Philip Cook, Katherine Grant, Kate Hayes, Leo Martini-Brown, Mervyn Sandison, Bill Wallace

Staff: Anne Fletcher, Mhairi Hughes, Robert Leslie, Emma McConnachie, Paul Scott, Connie Shearer, Alan Sim and Craig Spence

In Attendance: Scott Gillon, Audit Partner, Wylie & Bisset

Mhairi Hughes, Company Secretary, welcomed everyone to the AGM.

She said that Members had received in advance the Minutes of the AGM held on 14 September 2022, the 2022/23 Annual Report and Annual Accounts. We requested that any comments or matters arising be submitted to us by close of business on Tuesday 12 September 2023. None were received.

Fiona Lettice, our Chair, would Chair the meeting and Scott Gillon, Audit Partner from Wylie & Bisset, would present highlights from this year's Annual Accounts.

When seeking proposals for the adoption of the Minutes, we requested a member to propose and another to second by using the chat function at the bottom of the screen (if attending via Zoom), due to being unable to see everyone on screen at once, unless a member in the room did so.

If anyone had any comments or questions during or following the AGM, they were requested to contact the office afterwards.

All microphones, except the speakers, were muted for the duration of the meeting.

The meeting was recorded, and the recording will be kept until such time as the Minutes were done and we had the necessary evidence of attendance required by the Scottish Housing Regulator.

She then handed over to the Chair of the meeting.

1. APOLOGIES FOR ABSENCE

19 apologies had been received from Members and these were read out by the Secretary:

Frederick M Corsie, Francesca Couperwhite, Jim Elrick, Catherine Fereday Eshete, George Hannah, Sheila Hudson, Sally Inkster, Moira Irvine, Ronnie

Johnston, Dave Kirkland, Linda Lennie, Alan Leslie, Sheona Macgregor, Stuart Roy MacIvor, Liz Melvin, John Rodwell, John Stockan, Doris Stout and Diana Swan

No Proxy Forms were received.

2. APPROVAL OF THE MINUTES OF THE 37th ANNUAL GENERAL MEETING HELD ON 14 SEPTEMBER 2022

No comments or matters arising had been brought to our attention, so the Minutes were assumed to be accurate and therefore taken as read. Maureen Grant proposed that the Minutes be adopted, and this was seconded by Brian Kynoch. The Chair later signed the Minutes.

3. MATTERS ARISING

There were no matters arising.

4. ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2023

The Chair of the meeting introduced the 2022/23 Annual Report and presented a slideshow highlighting areas that had been significant for the Association over the year:

- This year's Report has been combined with the Annual Report on the Charter and contains information on how we have performed over the past year compared with our Rural Peer Group.
- Management Committee – she recognised the commitment from the volunteers on Management Committee who offer their time and skills to ensure the Association continues to improve the lives of our tenants and wider communities. She thanked retiring member Bill Wallace, Vice Chair, for all his years' service and for being a great support to her as Chair.
- Cost of Living – there has been an increase in demand for all our services, with more tenants seeking advice on managing during these difficult times. Staff completed another round of tenant welfare calls, providing help and support. In particular, our dedicated Energy Officer is in high demand offering 1:1 energy advice.
- Development – despite the many challenges we have it is our intention to continue to develop affordable homes. In the past year we have completed 14 homes – 8 rented and 6 new supply shared equity.
- Staff – we were pleased to see the career progression of two of our Modern Apprentices. Our Head of Corporate Governance, Mhairi Hughes, reached a milestone and celebrated 25 years of service at the Association. Sandy Dennison and Karen Kiluk retired during the year.

Despite the challenges faced going forward, OHAL will, together with its partners, always strive to deliver great services to our customers and find ways of developing and delivering quality affordable homes in the future.

5. RECEIPT OF THE REPORT & FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

The Annual Accounts had been issued to members in advance of the meeting and no queries had been received.

The Chair of the meeting then handed over to Scott Gillon, Wylie & Bisset, who presented the highlights of the accounts and explained the audit process.

He explained that two audit opinions are required to be signed off - one regarding the true and fair view of the numbers within the Financial Statements; and the other a governance opinion regarding the Statement of Internal Financial Controls. He was pleased to say that both have been issued with clean, unmodified opinions for the year.

He went through various figures within the accounts and concluded that the Statement of Financial Position showed that OHAL was in a good financial position at the year end.

No areas of concern were found during the audit work, and it was noted that everything had been prepared in accordance with accounting legislation and complied with regulatory standards required by the Scottish Housing Regulator.

The Chair of the meeting said it was reassuring to have a clean audit report and thanked Scott Gillon and his team.

6. APPOINTMENT OF AUDITOR FOR 2023/24

The Chair of the meeting advised that the Rules state the Auditor is automatically re-appointed unless notice is given of a resolution not to do so. No such notice has been given so Wylie & Bisset are automatically re-appointed as Auditors for the current year.

7. ELECTION OF COMMITTEE OF MANAGEMENT

The Secretary said that the Management Committee undertake a lot of great work, voluntarily, on behalf of the Association and its members. She took the opportunity to thank them for their contribution and the support they provided over the last year.

She went on to explain that the Rules required that Management Committee consist of between 7 and 15 members of which one third must retire each AGM. There were currently 8 full members which meant 3 were required to stand down at this AGM.

Bill Wallace, our Vice Chair and Chair of the Performance & Resources Sub-Committee, is standing down from Committee. The Secretary took this opportunity to thank Bill for his 7 years' service to the Association and wished him all the best

for his future endeavours. Philip Cook and Roella Wilson are also standing down but indicated their willingness to be re-elected.

Three nominations were received duly completed prior to the deadline, from Mervyn Sandison, Katherine Hayes and Mary Ann Lewis. This resulted in 10 members, so no voting was required. Therefore, the Management Committee will comprise:

Philip Cook, Katherine Hayes, Brian Kynoch, Fiona Lettice, Mary Ann Lewis, Bruce Pilkington, John Rodwell, Mervyn Sandison, John White and Roella Wilson.

The Chair of the meeting thanked Bill Wallace on behalf of the Management Committee and welcomed Katherine Hayes, Mary Ann Lewis and Mervyn Sandison, saying she looked forward to working with them on Management Committee.

The Chair of the meeting thanked everyone for attending and concluded the AGM at 17.58 pm.

Signed:

Date:

Chair