

# **Minutes of the Thirty Ninth Annual General Meeting of Orkney Housing Association Limited held on Wednesday 18 September 2024 at 5.30pm**

## **Present:**

**Members:**        In Person: Colin Gunn, Maureen Grant, Brian Kynoch, Suzanne Lawrence, Fiona Lettice, Mary Ann Lewis, Ian McFedries, Bruce Pilkington, John White and Roella Wilson

Remotely: Philip Cook, Andrew Drever, John Foster, Kate Hayes, Sheona Macgregor, John Rodwell, and Bill Wallace

**Staff:**            Dean Campbell, Paul Dennison, Fraser Devine, Mhairi Hughes, Tracey Longworth, Mhairi Shaw, Connie Shearer, Alan Sim, Craig Spence, Donna Wilson

**In Attendance:**   Scott Gillon, Audit Partner, Wbg (Audit) Ltd

Mhairi Hughes, Company Secretary, welcomed everyone to the AGM, noting that this was Fiona Lettice's last year as Chair.

She said that Members had received in advance the Minutes of the AGM held on 13 September 2023 and Annual Accounts. We requested that any comments or matters arising be submitted to us by 1pm on Tuesday 17 September 2024. None were received.

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

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**

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

Mabel Besant, George Hannah, Sheila Hudson, Sally Inkster, Moira Irvine, Peter Johnston, Ronnie Johnson, Dave Kirkland, Linda Lennie, Alan Leslie, Stuart Roy McIvor, Liz Melvin, Mervyn Sandison, Diana Swan and Jason Taylor.

No Proxy Forms were received.

## **2. APPROVAL OF THE MINUTES OF THE 38<sup>th</sup> ANNUAL GENERAL MEETING HELD ON 13 SEPTEMBER 2023**

No comments or matters arising had been brought to our attention, so the Minutes were assumed to be accurate and therefore taken as read. Roella Wilson 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 2024**

The Chair introduced the 2023/24 Annual Report and presented a slideshow highlighting areas that had been significant for the Association over the year:

- This year's Report has, once again, 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 – Her 5-year term as Chair has come to an end and she thanked her colleagues on Management Committee and the senior staff team for their support during this time.
- Housing and services – demand for our services remains high and we are very conscious of cost of living pressures. Staff completed another round of tenant welfare calls, providing help and support. We were delighted to secure £150 for each of our rented households from the Scottish Hosing Fuel Support Fund. Our dedicated Energy Officer continues to provide advice to tenants with all aspects of energy efficiency and usage.
- £175,000 from the Scottish Government's Social Housing Net Zero Fund enabled projects in some of our older stock – triple-glazed windows, loft insulation top ups, cylinder jackets and external doors.
- Development – despite many challenges ahead the Association intends to continue to develop new energy-efficient but affordable homes. In the past year we have completed 20 homes – 14 rented and 6 new supply shared equity.

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.

This being the end of her 5-year tenure as Chair, she thanked her colleagues in Management Committee and the senior staff team for their support.

## **5. RECEIPT OF THE REPORT & FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024**

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

The Chair then handed over to Scott Gillon, Wbg (Audit) Ltd, 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 2024/25**

The Chair 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 Wbg (Audit) Ltd 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 10 full members which meant 3 were required to stand down at this AGM.

Philip Cook (former Chair of Audit & Risk Management Sub Committee) is standing down from Committee. The Secretary took this opportunity to thank Philip for his 10 years' service to the Association and wished him all the best for his future endeavours. Fiona Lettice and John White are also standing down but have indicated their willingness to be re-elected.

Two nominations were received duly completed prior to the deadline, from Suzanne Lawrence and Ian McFedries. This resulted in 11 members, so no voting was required. Therefore, the Management Committee will comprise:

Katherine Hayes, Brian Kynoch, Fiona Lettice, Suzanne Lawrence, Mary Ann Lewis, Ian McFedries, Bruce Pilkington, John Rodwell, Mervyn Sandison, John White and Roella Wilson.

The Chair thanked retiring Committee Member, Philip Cook, for his 10 years sterling service and wished him well in his future endeavours. She welcomed Suzanne Lawrence and Ian McFedries, saying she looked forward to working with them on Management Committee.

The Chair thanked everyone for attending and concluded the AGM at 6.02pm

Signed: .....

Date: .....

Chair