

Minutes of the Thirty Sixth Annual General Meeting of Orkney Housing Association Limited held on Wednesday 15 September 2021 at 5.30pm, virtually via Zoom

Present:

Members: Wendy Baikie, Kate Barrett, Jim Chalmers, Philip Cook, Kath Fennell, Linda Forbes, Fiona Lettice, Liz Melvin, John Rodwell, Diana Swan, Jason Taylor, Bill Wallace, John White, Frances Wiles and Roella Wilson

Staff: Suzy Boardman, Sandy Dennison, Fraser Devine, Glynis Farquhar, Anne Fletcher, Richard Flett, Mhairi Hughes, Aimee Leask, Emma McConnachie, Leanne Omand, Paul Scott, Connie Shearer and Craig Spence

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

Mhairi Hughes, Secretary/Head of Corporate Governance, introduced herself and the Chair, Fiona Lettice, and welcomed everyone to the meeting. She explained how this on-line AGM had been made possible by the adoption of new Rules which were approved by members at the Special General Meeting held on 30 June. The Rules were registered with the Financial Conduct Authority on 22nd July, following which the Scottish Housing Regulator and OSCR were notified.

Due to the ongoing pandemic and increase in numbers in Orkney over the last few months, our Committee agreed it was sensible to hold a virtual AGM again this year.

Members had received in advance the Minutes of the AGM held on 16 September 2020 and the Special General Meeting held on 30 June 2021, the 2020/21 Annual Report and Annual Accounts. We requested that any comments or matters arising be submitted to us by close of business on Tuesday 14 September 2021. None were received.

Fiona Lettice will Chair the meeting and Scott Gillon, Audit Partner from Wylie & Bisset, will 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, due to being unable to see everyone on screen at once.

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.

1. APOLOGIES FOR ABSENCE

17 apologies had been received from Members and these were read out by the Secretary.

Members:

J M Bethany, Frederick M Corsie, Chessa Couper-white, Jim Elrick, Kate Fereday Eshete, Maureen Grant, George Hannah, Sheila Hudson, Sally Inkster, Moira Irvine, Ronnie Johnson, Peter Johnston, Linda Lennie, Stephen Manson, Francis F McGinn, Stuart Roy Mclvor and David Murdoch.

Proxies had been received from:

Fredrick M Corsie and Francis F McGinn.

2. APPROVAL OF THE MINUTES OF THE 35th ANNUAL GENERAL MEETING HELD ON 16 SEPTEMBER 2020

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

3. APPROVAL OF THE MINUTES OF THE SPECIAL GENERAL MEETING HELD ON 30 JUNE 2021

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

4. MATTERS ARISING

There were no matters arising.

5. ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2021

The Chair introduced the 2020/21 Annual Report and presented a slideshow highlighting areas that had been significant for the Association over the year:

- Coronavirus pandemic hit, turning everything on its head.
- Vital services were redesigned, in order to maintain the health and safety of tenants and staff. We moved from face-to-face contact to doing things digitally, with feedback from staff and tenants being very positive.
- Staff went above and beyond their usual duties – helping tenants to arrange food deliveries or calling to check they were managing ok.
- Committee meetings were attended virtually which allowed members to continue their duties and engage in training sessions.

- Two developments started on site at The Crafty, Kirkwall and Kirk Park, Orphir, thus providing much needed homes, as well as bringing in significant funds to support local building firms.
- A farewell was given to Committee Member, Elaine Grieve, who stepped down to become the Lord Lieutenant of Orkney.

The Chair thanked Committee Members, tenants, staff and community for coming together, finding a way through these difficult times, and hoped for a more positive year to come.

6. RECEIPT OF THE REPORT & FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

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, Wylie & Bisset, who presented the highlights of the accounts and explained the audit process.

The audit process had, once again, been undertaken remotely but members were assured it had been a robust process with all information passed securely.

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 said it was reassuring to have a clean audit report and thanked Scott Gillon and his team.

7. APPOINTMENT OF AUDITOR FOR 2021/22

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 Wylie & Bisset are automatically re-appointed as Auditors for the current year.

8. 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. Linda Forbes, Fiona Lettice and Roella Wilson were standing down and had indicated their willingness to be re-elected.

No further nominations had been received and as this resulted in 10 Members, no voting was required. Therefore, the Management Committee will comprise: Wendy Baikie, Philip Cook, Dave Dawson, Linda Forbes, Fiona Lettice, John Rodwell, Jason Taylor, Bill Wallace, John White and Roella Wilson.

The Chair thanked everyone for attending and concluded the AGM at 6.00pm.

Signed:

Date:

Chair