

Minutes of the Thirty Seventh Annual General Meeting of Orkney Housing Association Limited held on Wednesday 14 September 2022 at 5.30pm

Present:

Members: Philip Cook, Francesca Couperwhite, Dave Dawson, Catherine Fereday Eshete, Kath Fennell, Linda Forbes, Maureen Grant, Colin Gunn, Brian Kynoch, Fiona Lettice, Mervyn Sandison, Bill Wallace and Roella Wilson

Staff: Suzy Boardman, Sandy Dennison, Fraser Devine, Anne Fletcher, Richard Flett, Ruth Glover, Mhairi Hughes, Connie Shearer, Craig Spence and Donna Wilson

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

Bill Wallace, Association Vice Chair, introduced himself and explained he had been requested to chair the meeting as Fiona Lettice, Association Chair, could not be present in person. He went on to pay tribute to Her Majesty, Queen Elizabeth II.

He welcomed everyone to the AGM, both those attending in-person and those via Zoom, then handed over to Mhairi Hughes, Company Secretary.

She said that Members had received in advance the Minutes of the AGM held on 15 September 2021, the 2021/22 Annual Report and Annual Accounts. We requested that any comments or matters arising be submitted to us by close of business on Tuesday 13 September 2022. None were received.

Bill Wallace 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 of the meeting.

1. APOLOGIES FOR ABSENCE

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

Jim Elrick, Richard Gibson, George Hannah, Irene Herd, Sheila Hudson, Jon Humphreys, Rognvald Johnson, Peter Johnston, Linda Lennie, Stephen Manson, Stuart Roy McIvor, Liz Melvin, Bruce Pilkington, James Skea, Margaret Skea, Diana Swan, John White and Inga Wood.

No Proxy Forms were received.

2. APPROVAL OF THE MINUTES OF THE 36th ANNUAL GENERAL MEETING HELD ON 15 SEPTEMBER 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 Kath Fennell. The Chair later signed the Minutes.

3. MATTERS ARISING

There were no matters arising.

4. ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2022

The Chair of the meeting introduced the 2021/22 Annual Report and presented a slideshow highlighting areas that had been significant for the Association over the year:

- Wendy Baikie – members and staff were shocked and saddened to hear of the passing of founding member, Wendy, who had served on Committee from the beginning. Her dedication, enthusiasm and experience were greatly valued, and her overriding thoughts were always with the tenants and what was best for them.
- Pandemic – much had been learned from the pandemic. Leadership Team and staff worked tirelessly to ensure the continued smooth running of OHAL. Continuous dialogue with our tenants ensured they were well looked after and, to provide support where needed, a Tenancy Sustainment Fund was set up which followed on from the support provided by the Scottish Government.
- Rent Consultation & affordability of rents – the Committee are committed to doing all it can to keep rents affordable and any increase to a minimum. We now face new challenges, the cost-of-living crisis and energy prices. The situation will be closely monitored, and tenants kept advised as the Association does all it can to mitigate these circumstances.
- New developments – OHAL had three separate projects on site in 2021, two of which have been completed and keys handed over: The Crafty, Kirkwall (12 homes) and Kirk Park, Orphir (8 homes). The next phase at Walliwall, Kirkwall will deliver 20 rented properties and 8 low-cost home ownerships.

- Planned Maintenance – this has increased with kitchens installed, external doors and windows replaced, heating upgrades and external decorations completed.

Despite the challenges faced both nationally and internationally 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 2022

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.

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 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 2022/23

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. The Committee held a few 'hybrid' meetings over the past few months and had enjoyed catching up with those they had not see in-person for some time.

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.

Dave Dawson is standing down from Committee due to other commitments. The Secretary took this opportunity to thank him for his 10 years' service to the Association and Management Committee, wishing him all the best for his future endeavours. John Rodwell and John White were also standing down but indicated their willingness to be re-elected.

Two nominations were received duly completed prior to the deadline, from Brian Kynoch and Bruce Pilkington. This resulted in 9 members, so no voting was required. Therefore, the Management Committee will comprise:

Philip Cook, Linda Forbes, Brian Kynoch, Fiona Lettice, Bruce Pilkington, John Rodwell, Bill Wallace, John White and Roella Wilson.

The Chair of the meeting thanked Dave Dawson on behalf of the Management Committee and welcomed Brian Kynoch and Bruce Pilkington, saying he looked forward to working with them. He also thanked OHAL's Leadership Team and staff for all the support and help they give.

The Chair of the meeting thanked everyone for attending and concluded the AGM at 17.56 pm.

Signed:

Date:

Chair