

ANNUAL GENERAL MEETING

MINUTE RECORD

Tuesday 5 September 2023, 6.30pm held at Golden Friendships Club, Dalmuir G81 4AU

Minutes prepared by K Tennant, Corporate Services Officer

See Sederunt – Appendix A

NO.	ITEM	ACTION
1.0	WELCOME TO THE AGM	
	<p>The Chairperson introduced themselves, staff, and the External Auditor. They welcomed all members to the annual general meeting, then took a roll call and confirmed the quorum had been achieved, with 21 members in attendance and 1 by Proxy.</p> <p>The Chairperson noted that photographs would be taken during the meeting for use in the Association’s publications and that a prize draw would be made at the end of the meeting.</p>	
2.0	APOLOGIES	
	The Chairperson read the apologies from 13 members (See Sederunt).	
3.0	MINUTE FROM PREVIOUS AGM (13 SEPTEMBER 2022)	
	The minute was proposed by L Lester and seconded by K Johnson and approved by members.	
4.0	MATTERS ARISING FROM MINUTE OF PREVIOUS MEETING	
	There were no matters arising from the previous minute.	
5.0	PRESENTATION OF THE CHAIRPERSON’S REPORT ON THE ACTIVITIES FROM 2022/2023	
	<p>Chair informed those Shareholders present that the year has been another challenging, yet a successful one for the Association. Informing those in attendance that the Association has focused a lot of energy and resources on supporting our tenants and the Dalmuir community through the ongoing cost of living crisis. Continuing that the majority of this was possible due to the external funding that was awarded throughout the year.</p> <p>Chair advised members in attendance that there were 2 main challenges in the year that faced the Association. Detailing that these were the continued cost of living crisis felt by the community and the difficulties that our contractors experienced due to price increases and material shortages which impacted on the planned maintenance programme.</p>	

In light of this Shareholders were presented with the DPHA's main achievements for the last year which included:

For the Care Services Team:

- Our Dalmuir Out of School Care Group: DOSCG continued to recover from the impact of COVID in terms of the number of children attending the service.
- In September 2022 the Care Inspectorate carried out an unannounced visit, 4 areas that were inspected, 3 were given a Very Good grade, with 1 area being graded as Good.
- Sheltered Housing Complexes: Throughout the year new staff joined the care team and a range of social events were organised, delivered and well attended by our tenants.

For the Asset Team:

Informing members that despite the impact on the Planned Maintenance Programme £464k was spent carrying out:

- 35 new kitchens
- 47 new bathrooms
- Boiler upgrades
- New roofs on 4 properties

Furthermore, to the investments above, Chair advised Shareholders that the Associations legal electrical obligations were met ensuring that each of our tenanted properties have a valid electrical certificate, advising that a check must be carried out every 5 years.

The Association secured £278K in funding from the Scottish Government's Social Housing Net Zero Fund. This funding will provide internal and external insulation works and is being carried out at some of our Dumbarton Road & Scott Street properties.

For the Housing Team:

Members were advised the Housing Team continued to support our tenants with the support of the Associations Tenancy Sustainment Officer which is a shared position with other local landlords and the Citizens Advice Bureau throughout the year.

Chair advised that at the year-end 6.7% of rent due was owed in rent arrears, which was an increase from the previous year and that 7% of DPHA properties became vacant and were allocated during the year.

For the Finance and Corporate Services Team:

The Associations Complaint status with the Scottish Housing Regulator's Regulatory requirements was maintained.

The external audit that was carried out provided a clean report, with no recommendations in the Management Letter.

Two new Board members were Elected to the Board, with another 2 members being Appointed during the year.

Investing in our Communities

Chair advised that the Association continued to Invest in the Community, stating that it was another very successful year in securing external funding.

Confirming that the funding allowed the Association to support our tenants and the Dalmuir community, advising that:

The Association received £4,815 from Cash for Kids, which allowed the Association to support 107 children.

£10k was awarded from the National Lottery, Investing in Communities Fund. This allowed the Association to continue delivering the Dalmuir Diners events through our local partner, the Golden Friendship Club.

£20k was awarded from the National Lottery, Cost of Living Community Anchor Fund. The funding allowed the Association, in partnership with Trafalgar HA, to provide tenants with a range of items, including bedding, slow cookers, vouchers and food, to offset the hardships caused by the cost-of-living crisis.

Chair confirmed in summary, that £34,815 of external funding was secured in the last year. Continuing that they were delighted to announce that an additional £27k of funding has recently been awarded that will help the Association to continue supporting our tenants during the winter months ahead.

The Chairperson thanked the Board for their contributions to the Association during the last year and for volunteering their time and gave thanks to all the Association's staff team for their hard work during continued challenging times.

6.0 PRESENTATION OF THE ANNUAL ACCOUNTS AND AUDITORS REPORT FOR 2022/2023

The Finance Agent presented a summary of the Association's Financial Statements to 31st March 2023, confirming that the accounts were for noting at the meeting.

Members were given an update on the Statement of Comprehensive Income was given to members on the following:

- Operating Costs amounted to just over £3.68m, an increase of £101k on the previous year, mostly due to the expenditure on reactive repairs.
- Operating Surplus of £431k, a decrease of almost £194k on the previous year.
- Interest Receivable increased from last year to £12,724. This is due to the current economic climate with continuing low interest rates.

- This provided the Association with a Surplus for Year of £296,747.

However, the Association had Total Comprehensive Income for the year of £215,747 as a result of an actuarial loss in respect of the Association's pension scheme.

A report was given on the Statement of Financial Position:

- Non-Current Assets –the Association's housing properties, offices and furniture and equipment, stood at almost £18.5m, showing a decrease from last year's £18.7m.
- Current Assets, which is made up of monies owed to the Association together with Cash at Bank and in Hand is almost £6.3m.
- Current Liabilities, monies owed within one year by the Association of £0.9m.
- This brings the Association's Total Assets Less Current Liabilities to £24m.
- Creditors due after one year sits at £3.0m and refers to a loan.

In addition, the Finance Agent reported the following:

- As a result of the actuarial loss in respect of the Association's pension scheme, calculated by the pension provider, shows a net pension liability of £41k.
- Deferred Income relates to grants received which are now reduced over the life of the property, these sit at over £12.4m compared with the previous year of £13m.
- Bringing Net Assets to almost £8.6m, an increase of £216k.

In accordance with our Charitable Rules shareholders were advised of the following donations made in the year:

Big Breakfast	£125
Our Lady of Loretto (<i>Christmas Appeal</i>)	£150
West Dunbartonshire Food Share	£150
Cash for Kids	£750
Golden Friendships (<i>Dalmuir Diners Project</i>)	£2,000
Beardmore Trust	£4,614
Total Donations	£7,789

No questions were raised by members and the Financial Statements to 31 March 2023 were **noted**.

The Association's Auditor T Bates, of French Duncan presented the Auditor's report.

T Bates reported that there was nothing in the financial statements to bring to the attention of shareholders, advising members that French Duncan had given the Association a clean audit report.

7.0 APPOINTMENT OF AUDITORS FOR 2023/24

The Chairperson advised members that a task of the AGM is to appoint the Association's auditor for the coming year. In 2023 French Duncan were appointed through a competitive tender process and were awarded the contract for providing the Association's External Audit Services for a 5-year period, subject to approval by the shareholders at each AGM.

Confirmation was given to members that the Board were satisfied with the service French Duncan provide and proposed the reappointment of French Duncan as Auditors for 2023/24.

The Chairperson proposed the appointment of French Duncan for the year 2023/24 was approved by members.

8.0 ELECTION TO BOARD MEMBER VACANCIES

AM Brown, the Secretary reported to members that the Board of Management currently has 11 members; 9 elected and 2 appointed members, Members were advised under Rule 39.1, one third of the Elected Board members retire from the Board at the AGM. That means 4 Elected Board members need to retire or step down and the 2 appointed members are also required to step down at tonight's AGM.

Members in attendance were advised that there were 1 Board member, Nicola Gerrard, who is retiring at this year's AGM and not seeking re-election. Due to Nicola's retirement only a further 3 **Elected** Board members are required to step down from the Board this evening in line with the rules.

In addition to the elected members stepping down the 2 currently appointed members, J Gherardi and D Edgar, are also required to step down as their initial appointment period expires today, Tuesday 5 September 2023. AM Brown advised shareholders that J Gherardi and D Edgar both are seeking election to the Board this evening.

AM Brown continued to advise that based on Rule 39.1 the following 3 Elected Members are stepping down and seeking re-election: John (Ian) Lennox, David McIndoe and Karen Johnson.

The Secretary explained that DPHA Rules allow for a maximum of 15 people, including Co-optees to be on our Board. With 8 current Elected Board members continuing this year and the 2 new members, who were previously Appointed it gives the Association a total of 10 Board members. As 10 is less than the maximum number of 15 places available on the Board, the Secretary declared on behalf of the Chairperson, that the 10 Board members are elected without the need for a vote.

In accordance with Rule 40.1, it was declared by the Secretary the following members as duly elected to the Association's Board till the next AGM: Anita Williamson, David Edgar, David McIndoe, Francis Polding, Gavin Waddell, John (Ian) Lennox, Joseph Gherardi, Jordan Henderson, Karen Johnson and Michelle Donnelly.

9.0 ANY OTHER BUSINESS

Prize Draw

- 9.1. AM Brown addressed those in attendance that the Garden Competition which is normally awarded at the AGM was unfortunately postponed this year due to the volume of rain and poor weather over the summer months. However, AM Brown advised the Garden Competition shall be revamped for next year. In consideration shareholders were advised that there will be a prize draw with 4 winners each winning a box of chocolates and a £50 Asda Voucher.

The prize draw was drawn with winning Shareholders noted as:

- Elizabeth Tonner
- Glynnis Steadward
- Stephen Boag
- Michelle Donnelly

- 9.2 Shareholders were thanked for their attendance and the meeting was closed at **7.15pm** with a vote of thanks.

Signed _____ Date _____

(Chairperson)

Appendix A – AGM Sederunt 2023

APOLOGIES		ATTENDEES		REPRESENTED BY PROXY		STAFF
355	A Quinn	502	A Williamson	529	D MacIndoe	AM Brown, Chief Executive & Secretary
487	A Colford	536	D Edgar			G Bruce, Finance Agent
507	A Milne	385	D Vogan			C Cameron, Finance & Corporate Services Manager
375	E Hudson	399	E Tonner			A Dickson, Care Services Manager
324	J Hamilton	387	E McInnes			D Wilson, Customer Services Manager
451	J McDonald	530	F Polding			E Gibson, Support Worker
430	L Scott	526	G Waddell			H Madek, Customer Services Assistant
521	M Cameron	414	G Steadward			K Tennant, Corporate Services Officer
506	M Milne	482	H Cairney			
237	A McDougall	497	J Lennox			
509	P Chalmers	535	J Gherardi			
392	Y H Man	519	K Johnson			
		520	L Lester			
		7	M Birnie			
		524	M Donnelly			
		429	P Rice			
		503	S Smith			
		412	S Murphy			
		488	W Munn			
		538	S Boag			
		512	G Laurie			
						AUDITOR
						T Bates, French Duncan