

THE GLASGOW HOUSING ASSOCIATION LIMITED

MINUTES OF THE ANNUAL GENERAL MEETING

TUESDAY, 14 SEPTEMBER 2004

THE BARONY HALL, 16 ROTTENROW EAST, GLASGOW

Present: Isabel McEwing (Chair), Maria Fyfe (Vice-Chair), Jacqueline Bradley, James Bytheway, Elizabeth Dougan, Sam Harper OBE, Frank Quinn, Rebecca Stanley, Margaret Ward, Councillor Alexander Glass, Bailie Gerald Leonard, Councillor Gaille McCann, Councillor Euan McLeod and Pat McGinlay MBE.

In attendance: Michael Lennon, Les Campbell, John Jeffries, Taroub Zahran, Donna Stevenson, Julia Kennedy and Alastair Goudie.

Also in attendance: Simon Braid, Partner, and David Watt, Director (both KPMG LLP).

1. Apologies for Absence

Apologies for absence had been received from Alastair Dempster, David Ford, Paul Martin MSP, Bailie Dr Christopher Mason and Fred Shedden.

2. Minutes of AGM held on 30 September 2003

Decided: Having been proposed by Betty Dougan, and seconded by Jimmy Bytheway, the minutes of the Annual General Meeting held on 30 September 2003 were approved.

3. Chair's Report

Firstly, the Chair gave a report on the year 2003/04, which covered:

- Progress towards establishing the LHO network;
- Repairs performance;
- Achievement of targets for lower levels of arrears and voids;
- The commencement of the implementation of the investment programme.

The Chief Executive then gave a presentation which elaborated on some of the points made in the Chair's speech. The presentation covered:

- Investment;
- Rent Arrears (including action which had been taken to bring arrears under control);
- Void rates (including action which had been taken to address this issue);
- Detail of progress towards the establishment of the LHO network;
- Repairs performance;
- The activities of the Neighbour Relations Team (including activities which had taken place to tackle anti-social behaviour);
- The Welfare Benefits Team (which had dealt with over 1500 cases);
- The Silver Deal (introduced to support elderly and vulnerable tenants).

4. Presentation of Accounts 2003/04 – Balance Sheet and Auditor’s Report

Les Campbell introduced the accounts of GHA for the year ended 31 March 2004 which were included in the Annual Report and Accounts as presented to the members. The accounts had been approved by the GHA Board at its meeting on 30 July.

The key features of the accounts were highlighted, including the income and expenditure account (which showed a strong financial performance for the year); cash flows and loan facilities.

He then invited Simon Braid of KPMG LLP, who had audited this year’s accounts, to give KPMG’s opinion on the accounts.

Audit Opinion

Simon Braid indicated that, in KPMG’s opinion, the financial statement gave a true and fair view of the state of affairs of the Association and the Group as at 31 March 2004 and of its surplus for the year then ended, and had been properly prepared in accordance with the Industrial and Provident Societies Acts, 1965-2002, the Housing (Scotland) Act 2001 and the Registered Housing Associations (Accounting Requirements) (Scotland) Order 1999.

Simon Braid and David Watt left the stage.

5. Appointment of Auditors 2004/05

Les Campbell introduced the above report which proposed that GHA re-appoint KPMG as auditors, in line with the statement made in the Annual Report and Accounts. He explained that he and the Chief Executive would negotiate the audit fee for 2004/05 and would make recommendations in due course on the fee level to the Audit Committee.

Decided: Having been proposed by Betty Dougan and seconded by Jimmy Bytheway, the recommendation that the Board re-appoint KPMG as its auditors for the financial year 2004/05 was agreed.

6. Retiring and New Members

Donna Stevenson explained that GHA had completed a review of its governance arrangements this year.

As a result of that review, the composition of the Board would be reduced from 21 to a maximum of 15 with effect from the end of the meeting. The membership would comprise of 6 Tenant members, 4 Independent members and 4 City Council nominees. At its last meeting, the Board had also agreed to co-opt the Chief Executive onto the Board, as allowed by the Rules.

It was explained that, as a result of these changes, the following arrangements would apply at this year’s AGM.

In relation to Independent Members, as there were currently 4 Independent members on the Board, all these members would hold office until the AGM in 2005, when at least one-third had to retire.

In relation to the City Council nominations, it was explained that the Council, on 13 April 2004, had agreed to make no objection to the reduction in its membership of the Board (which would reduce from 6 to 4 at the end of this meeting). The Council has confirmed that GHA could expect to receive notification of the 4 nominations shortly.

In relation to the Tenant Members, as a result of the changes to the composition of the Board, there had been no elections of Tenant members this year, as the number of tenant members would reduce from 9 to 6. The reduction from 9 to 6 tenant members would be brought about by the retirement of the 3 longest-serving members of the Board (something GHA's Rules always required). It was pointed out that tenants remained the largest grouping on the Board.

Casual Vacancies

Two casual vacancies for Tenant members had arisen during the course of the year in the North West and South West electoral districts. These had been filled recently, following a process in which LHOs nominated candidates, who then went through an appointment process involving electors from the LHOs. Under the terms of GHA's Rules, the individuals appointed would serve until the 2005 AGM.

The two successful candidates concerned – Jacqueline Bradley from New Shaws LHO and Rebecca Stanley from TMH Drumchapel – were welcomed to GHA.

At the end of the AGM in 2005, at least one-third of the Tenant members, plus the members who had filled the casual vacancies, would retire and tenant elections for their replacements would be held.

The 3 longest-serving Tenant members of the Board retiring from the Board at the meeting that day were: Sam Harper, Jimmy Bytheway and Frank Quinn. Another of the tenant members, David Ford, had also indicated that he would retire from the Board with effect from the end of the meeting.

The Chief Executive thanked the retiring members for their services and presented them each with a small gift.

7. Close

The business on the agenda having been concluded, Donna Stevenson brought the meeting to a close, before inviting the Chief Executive to chair a Question and Answer session for guests.