



**ANNUAL GENERAL MEETING
MINUTES OF MEETING HELD ON
TUESDAY 1st SEPTEMBER 2020 at 6.30 PM**

In Attendance

Pierre De Fence, Director
Rhona Polak, Chairperson
Phillip Morrice, Alexander Sloan

Martin Harvey, Housing Manager
Joe Wilson, Property Services Manager

Douglas Watt
Billy Stevenson
Yvonne McDonald
Gary Clark
Janet Cassidy
Councillor Douglas McAllister

Katie Devaney
Jeanette Stevenson
Councillor Lawrence O'Neill
Lynsey Chrystal
Venilanda Chobe
Steven Russell

Proxy Votes

Sheila Cope – proxy vote to Chairperson
John Scott – proxy vote to Chairperson

Staff in Attendance

Sandra Love

Isabel Pringle

1.0 Welcome – Chairperson's Report

Rhona confirmed previously at the SGM that we had sufficient Share members in attendance, hence the AGM is quorate and thanked everyone for taking the time to attend this evening.

Rhona went on to say the business of the AGM ends with the election of the Management Committee, but we will still have our annual Share Member draw at the end of the meeting. The Chairperson's report was in the recent Knowes magazine which also included information on our recent performance's but Pierre would go into this in more detail in his report.

Rhona again expressed thanks to all Committee members for giving their time during the year to attend meetings / training sessions. Also thanks to Knowes staff in view of the current Covid situation for their help with the preparations / arrangements for working towards holding internet based meetings.

Trying to keep in touch is a priority and the revamped website has much more information for owners, tenants and everyone who is interested in what is going on in Faifley. We have also recently launched our new Facebook page and our regular magazine can be sent via email rather than post, whichever our customers prefer.

We are always looking for people to join the Committee or the Scrutiny Panel so if you know of anyone you think would be interested in becoming involved, please ask them to get in touch.

Finally, Rhona wanted to say a goodbye and thank you to Sheila Cope who retired from the Committee recently after serving for over 20 years and a hello to our new Property Services Manager, Joe Wilson.

The official proceedings of the meeting now began.

2.0 Apologies

Apologies were received from:-

Alex Blair	Mrs E Hackett
Alan Bennett	Sandra Busby
Gail O'Neil	Helen Bicker
Margaret Paisley	M McWatt
Lisa Ward	John McCann
John Laird	Mrs M Dalziel
William Renton	Jean Renton
June Molyneaux	June Black
A Campbell	D Campbell
Catherine McFadden	H Munro
Patricia Miller	Frank Newey
M McClymont	Mr K McMaster
Bernadette McAteer	Carrie MacNiven
Jim Scott	Sharon Cassidy
Moira Hewitt	Frances Austen
Mrs J Campbell	Bethia Hendrie
L Binnie	Fiona Collatin
Andrew Halfpenny	A McKenzie
Mary Fegan	C Mulrine
Carolyn Fisher	Raymond Clarke

3.0 Minutes of Previous Annual General Meeting 3rd September 2019

3.1 Approval for Signature

Gary Clark, Committee member noted that his name was incorrectly spelt in the minute. This would be corrected.

Thereafter the minute of the last Annual General Meeting held on 3rd September 2019 was agreed as an accurate record. Proposed by Billy Stevenson and seconded by Gary Clark.

3.2 Matters Arising

There were no matters arising.

4.0 Statement of Accounts – Alexander Sloan

4.1 Phillip Morrice of Alexander Sloan, Chartered Accountants was present to deliver a report on the financial position of Knowes Housing Association during the year ending 31st March 2020.

Mr Morrice explained that it is the Management Committee's responsibility to ensure that proper accounts are prepared and that it is the job of the auditors to review these accounts and give an opinion to the Share Members on whether the financial statements are accurate.

He went on to give a summary of the key points within the accounts, advising that the balance sheet within the financial statement represents our assets and liabilities and that the Association continues to have a strong balance sheet.

Mr Morrice stated that the opinion given by Alexander Sloan is that the financial statements give a true and fair view of the Association's affairs as at 31st March 2020 and of its surplus for the year and that the statements have been properly prepared in accordance with generally accepted accounting practices.

Mr Morrice asked if members had any questions/queries on the accounts, of which there were none. Councillor Lawrence O'Neill however noted that his name was spelt incorrectly on the Report and Financial Statement. Mr Morrice would have this corrected.

The Report and Financial Statements were then approved. Proposed by Rhona Polak and seconded by Gary Clark.

4.2 Resolution in Terms of Rule 74 to Approve the Appointment of Auditors for the Financial Year 2020/2021.

The Management Committee propose that Knowes' members pass a resolution to reappoint Alexander Sloan as the external auditors for 2020/21 as per Rule 74 and Knowes Audit Policy.

Proposed and accepted by Gary Clark and seconded by Janet Cassidy

5.0 **Directors Report**

Pierre De Fence, our Director then gave his short report on our performance figures to date:

Performance 2019-20

Covid struck at the very end of the 2019-20 financial year, therefore the impact was not significant for last financial year.

Arrears. We saw rent arrears increase in the year and at the end of the year were 3.58% against a target of 3%. Arrears were impacted by the uptake of universal Credit.

Void rent loss. Rent lost due to properties being empty was 0.15% against our target of 2%.

Days to let properties. We took 7.6 days to let properties against our target of 7%.

Day to day repairs. We met our targets to complete day to day repairs on time.

95% of our tenants were satisfied with our repairs service.

Staff absence due to illness was low at 3.15%.

We met our targets for debt recovery and also for our loan covenants.

All in all another successful year.

Covid struck in March and we were forced to close the office on 23rd March.

We managed to continue providing emergency repairs throughout the pandemic and we have now opened our repairs service fully.

The pandemic has seen a significant increase in the number of tenants in receipt of universal credit, and this has resulted in increasing rent arrears. This is now under control.

Initially we were unable to let void properties, however we are now letting properties taking additional precautions to ensure the safety of all involved.

Business plan

In light of the pandemic and the implications, we are reviewing our business plan to ensure we are in a position to weather the storm in the long term.

Community

We applied for and received a grant from the Scottish Government of around £46k to assist Faifley Food Share, the School Parent Council and also local residents in various ways, and this work is still ongoing.

Future plans

We still hope to be able to take forward the new build development at the bowling club in Faifley.

We are well aware that the pandemic has impacted financially on our customers, and we will be taking this into account when reviewing our rent this year.

We have put back our investment plans, however we hope to be able to continue with property upgrades later in the year.

6.0 Election of Committee of Management

To note Election of the Members of the Management Committee for the Year 2020/2021

Current Committee Members

<u>Name</u>	<u>Position</u>	<u>Date Elected</u>
Rhona Polak	Chairperson	Sept 2019
Billy Stevenson	Secretary	Sept 2019
Yvonne McDonald	Treasurer	Sept 2019
Katie Devaney	Vice Chairperson	Sept 2019
Janet Cassidy	Committee Member	Sept 2018
Lawrence O'Neill	Committee Member	Sept 2018
Jim Finn(Council Representative)	Committee Member	Sept 2019
Gary Clark	Committee Member	Sept 2019
Lynsey Chrystal	Committee Member	Sept 2019

Pierre advised that one third must stand down at the AGM and that this should be the longest serving members of the Committee plus any casual members, also the new rules do not make allowance for keeping a place on the committee for a WDC elected member. namely:-

Lawrence O'Neill, Janet Cassidy and Jim Finn.

The Committee members, ~Lawrence O'Neill and Janet Cassidy are standing for re-election in accordance with Rule 39.4 and therefore do not require to be nominated.

Jim Finn was nominated by WDC and therefore is not re-elected, however he can join as a co-optee should he wish during the year.

It is proposed therefore that the following are elected to serve as Committee members;

Rhona Polak
Billy Stevenson
Katie Devaney
Janet Cassidy
Lawrence O'Neill
Gary Clark
Lynsey Chrystal

Yvonne McDonald

The election of the Management Committee was agreed. Proposed by Rhona Polak and seconded by Yvonne McDonald.

7.0 Share Members Prize Draw - £100 Prize

The prize draw winner was randomly selected as Share Holder number 34

Pierre and Rhona both thanked Share Members, Committee, and staff for attending the meeting.