

West Granton Housing Co-operative Ltd

The Minutes of the Annual General Meeting 2022

Monday 5th September 2022

6.30 p.m.

Prentice Centre

1st Members physically attending (20 x 1st members):

Marie Thomson, Elizabeth Robertson, Joseph Moir, Amanda Aitchison, James Hemphill, Elaine Boyd, Shabbir Ahmed Chaus, Anne Stevens, Rachel Stewart, Colin Fraser, Mary Ross, William Keegan, George Thomson, Lynn Jameson, Stacey Powch-Scott, Cath Stirling, George Nicol, May Riordan, Wendy Riordan, Elizabeth Stewart;

Joint members (without voting rights) present:

2 Joint members: Karen Stevenson, Rosemary Fraser, Georgina Scott-Powch, Frances Nicol, Grace Forsyth;

Members represented by proxy (17 members):

Sharen Morrison, John Kane, Maria Dewar, Doreen Stuart, Theresa Lawrie, Norma Smith, Amanda Lamb, John Robertson, Charise Love, Maureen Simpson, James McGrouther, Elaine Forsyth, Helen Meechan, Elaine Anderson, Peter Glover, Brian Dott, Lesley Keddie, Karen Taylor;

Note 1: the following were represented by proxy by member Donna Anderson: Annie Reilly, Catherine Pettigrew, Morag Orr, Susan Flynn, Gillian Cantley. However, Donna Anderson had to give apologies for this meeting so these proxies could not be counted.

Note 2: Member Anne Stevens submitted a proxy form but then attended in person. Therefore this proxy was discounted from the total received.

Quorum:

The quorum is 10% which is equal to 37 members.

20 members were present and 17 were represented by proxy so the quorum of 10% was achieved.

Others in attendance:

Larke Adger (CEO); David Mills (COO); Les Graham, Jiewen Gao, Sheena Farrell, Lorraine Gahagan, Kirsteen Panther, Louise Anger;

Other: Stuart Beattie, Chiene & Tait, Auditor

1. Apologies

Donna Anderson, Annie Reilly, Catherine Pettigrew, Morag Orr, Susan Flynn, Gillian Cantley.

2. Minutes of the Special General Meeting and Annual General Meeting of 6th September 2021

Colin Fraser (Chairperson) chaired the meeting. He reported that the draft minutes of the 2021 SGM & AGM had been available on our web site and from the office. The Chair asked if there were any corrections to the minutes. The minutes were taken as read and to be a true record of the meeting.

There were no corrections and the minutes were approved.

3. Presentation of Accounts and Auditor's report – Rule 16.2

Stuart Beattie of Chiene & Tait Financial Auditors presented the financial statements and gave a brief overview of the financial position of the Co-operative.

The audit report was for all members

It sets out the responsibilities of the management committee and the auditor.

The auditor's opinion was that the accounts give a true and fair view and are in accordance with accounting standards.

S Beattie took members through the Statement of Comprehensive Income and the Statement of Financial Position, highlighting a number of the main points to note. In relation to overall performance, the Co-operative continues to perform well and invest in our properties. WGHC has a positive cash inflow which is important for future investment. The Co-operative continues to meet all its loan covenants.

S Beattie went onto take members through a summary of the highlights from the financial statements. He advised members a robust audit process had been undertaken. He confirmed that their audit had gone well and that the auditor had found no weaknesses in the controls from the work carried out. On this basis he was satisfied that the results reported reflected a 'true and fair view' of the financial performance of West Granton Housing Co-operative.

S Beattie concluded his run through of the accounts and audit and advised he was happy to take questions. There were no questions. The Chair thanked Stuart Beattie for his report.

4. Appointment of Auditor - Rules 18.4 and 69.1 to 71.4

The Chair reported:

The job of the Auditor is to check and report on the annual financial statements. In the course of the audits, they get an idea of how a company is doing and they are required to raise any problems they come across. Chiene & Tait were re-appointed as Auditors to the Co-operative for 2022.

The Chair asked the meeting if there were any objections to the re-appointment of Chiene & Tait as our new Auditors. There were no objections.

Chiene & Tait were re-appointed as auditors to West Granton Housing Co-operative Limited for 2023.

5. Election of Committee of Management- Rules 18.3 and 36.1 to 38

Colin Fraser (Chair) said that, as with most years, there was no need for an election. If there are fewer candidates than there are spaces then there is no election as would be explained by his report.

He then read out a report as follows:

RSL Committees can have up to 15 members.

1. In accordance with rule Rules 36.1 one third of the serving members since the date of their last election must retire this year. They can either retire at the end of the AGM or can retire beforehand and stand for re-election.

As we had 8 fully elected members before the AGM, we should have 3 members who need to stand down. Under Rule 36.4 if a Committee Member retires from the Committee on or before the date of the next AGM, that Committee member can stand for re-election without being nominated.

The retiring Committee Members should be those who have served longest on the Committee since the date of their last election.

The 3 members who must retire are:

- Colin Fraser
- Amanda Aitchison and
- Donna Anderson

Only Colin Fraser and Amanda Aitchison stood for re-election.
Donna Anderson retired.

We received 2 new nominations for election:

- Wendy Riordan
- Morag Orr

Since a maximum of 15 members may serve on the committee and only 6 remain in office, the 3 members standing for re-election and the 2 nominees are all elected without need for a vote.

It was therefore declared that the full Committee of Management is as follows:

Committee	Member
George	Thomson
Stacey	Powch-Scott
Colin	Fraser
George	Nicol
Jim	Hemphill
Elizabeth	Robertson
Amanda	Aitchison
Joseph	Moir
Wendy	Riordan
Morag	Orr

This meant there were 10 members of the Committee of Management. The next meeting of the Committee will be on Wednesday 21st September at 6.30 pm.

6. CEO Report & Questions

L Adger firstly thanked all those members who attended virtually. She then took members through a brief presentation of the Co-op's performance for the period 2021-22. The content of the presentation was reflective of the Annual Report, A summary report of WGHC's key performance indicators was also given.

Members were asked if they had any questions. One Member asked what would happen to WGHC, if they no longer had enough money to keep going. The CEO went through the process of this being a Notifiable Event to the Scottish Housing Regulator and the likely outcome would be that the stock would be transferred to another registered social landlord which would most probably be a housing association as opposed to a housing co-operative. This would mean that WGHC tenants would no longer have member status akin to that of a fully mutual housing co-operative.

The Chair then declared there was no further business and once again thanked all those members for their time and attendance.

7. Prize Draw

Stuart Beattie (Chiene & Tait, Financial Auditor) was asked to select 3 x raffle tickets from a closed box for the £50, £100 & £250 shopping vouchers.

The winning tickets were: 157, 152 and 166.

8. Meeting closed

The Chair confirmed closure of the 32nd AGM for WGHC at 7.25 pm.