

LOCHABER HOUSING ASSOCIATION LTD
MINUTES OF THE ANNUAL GENERAL MEETING
HELD ON MONDAY 18th SEPTEMBER 2017
AT CAOL COMMUNITY CENTRE, CAOL, FORT WILLIAM

Members Present James Colin Lynn, Lyn Kilpatrick, Irene Cameron, Hugh Donaldson, David Maclaren, Alex Farquhar, Jenni Hodgson, Andrew Carr, Catriona Hunter, Sheena Coull, Tina MacLugash

In Attendance Blair Allan, Alyson Smith, Thomas MacLennan, James Battye, Ben Gunn, David Mee, Fiona Sorley, Stephen Marshall, Allan Henderson, Ms A Scott, Ms J Foster, Mrs J Smissen-Smith, Miss Eleanor Russell, Mr & Mrs Cairns, Patrick McGrail, Maureen Cameron, Jenny Mackay, Nicola Gilbert, Lee Groundwater, Dawn Callison, Robert Drain, Eleanor Brown, John MacDonald, David MacPhee, Dave McAdam, Davie MacCallum, Aileen Duncan, George Archibald, Andrew Patterson, Sean Doherty, Mandy Shearer, John Angus MacDonald, Lindsay Kennedy, Philippe de Billot, Duncan MacDonald, Brenda Sandison, Chris Dykes, Hamish, Sharyn Morgan, Donald Young, Julie Wileman, Sarah McKeown, Marion Smith, Moira Shearer, Eilidh Campbell, James Kennedy, Sarah Kennedy, Jackie Clifford, David Rodgers, Maureen Robertson and Phillip Morrice.

Welcome and Introductions

Chair, Hugh Donaldson, welcomed members, tenants and invited guests to the Association's 29th Annual General Meeting, following which he introduced the main contributors to the business of the meeting. Before the formal business began, the Chair introduced and welcomed the guest speaker, Maureen Cameron, Manager Lochaber Care & Repair.

Maureen Cameron addressed the AGM, and thanked the Association for its invitation and the opportunity to address the meeting: she outlined the work of the Living Well with Dementia project, which was supporting people with dementia and their carers throughout Lochaber.

Giving a personal insight of a service user of the impact of the project, Eleanor Brown, the Project Support Officer, read a letter from a carer who, along with her father, who had dementia, and had benefitted from the services provided by the project and the difference it had made to them.

At the conclusion of the presentation the Chief Executive proposed a vote of thanks to Maureen for sharing information about the project, its objectives, challenges and successes.

1 Apologies for Absence

The Chair informed the meeting that apologies had been received from the following members: Valerie Phillips, Kenneth Johnston, Anne Davies, Ann Martin, Coleen Barker, John MacLeod, Julia Gordon, Jean Sinclair, Dion Alexander, Maggie MacKenzie, Jacqui Wight, and David Cottier.

2 Minutes of the Annual General Meeting held on 29th August 2016

The Minutes of the Special General Meeting of 29th August 2016 were unanimously **approved**.

3 Chairperson's Review 2016/17

The Chair spoke to his written report, describing a busy year in development in which, through our partnership with the Highland Small Communities Housing Trust, Lochaber Housing Association had been able to progress the provision of good quality, affordable housing. He noted that in the past year, 16 new units had been developed and that a further 33 new units of social rent and shared equity opportunities were now on site. Going forward, the target was to build 60 houses every year for five years. This would form part of the government's ambitious target to increase the supply of affordable housing. In turn, this would support the hundreds of new jobs arising as a result of the expansion of Lochaber Smelter by the GFG Alliance. This expansion would be supported through the development of a 23 hectare site which had been purchased through a £1.2 million grant from Scottish Government: the site had the potential to yield over 300 homes affordable homes of varying tenures over 5 years.

The Chair outlined the process through which, in conjunction with tenants, a variety of interest groups and an external consultancy, a new rent-setting policy had been produced in the year, in order to harmonise rents and lead to a fairer and more transparent process in rent setting. It was vital that the definition of an affordable rent was agreed. The agreed definition was that rent should not exceed 25% of the national minimum wage, calculated as one person working 35 hours per week in a one-bedroomed property, and 1.5 people together working 52.5 hours per week in a two-bedroomed property and above.

The Chair closed by thanking local and national partner agencies, fellow Board members and tenant members of Your Voice. He also thanked staff, consultants and contractors for their contribution to achieving the Association's objectives.

In conclusion, the Chair encouraged anyone who was interested to become a member, to use the membership form which was in the AGM packs.

4 Annual Report & Tenant Talk 2016/17

The Chief Executive thanked the Chair for his contribution this evening. The Chief Executive introduced the Annual Report, incorporating Tenant Talk, the Association's report for tenants, agreed by the Your Voice tenant partnership, in connection with performance against the Scottish Social Housing Charter. The information provided included comparative figures across a peer group of housing associations as well as the Highland Council. In doing so, the Chief Executive also made reference to and outlined the important role played by the Association's subsidiary companies, Lochaber Care & Repair and LHA Property Services.

The Chief Executive concluded by confirming that a copy of the report would be circulated to all of our tenants and thanked all the sponsors of the annual Tenant Talk publication, in particular, Bruce Stevenson Insurance Brokers who sponsored the AGM event. He also urged those attending to take the opportunity to ask staff any questions they might have.

5 Auditor's Report 2016/17

The Chair introduced Phillip Morrice, who presented the annual audited accounts for the previous year, confirming that they had been prepared in accordance with the appropriate regulations and accounting practice, and represented a true and fair review of the Association's affairs as at 31st March 2017. There were no matters on which the auditors were required to report by exception.

Phillip Morrice concluded by thanking Head of Corporate Services, Margaret Moynihan, Association Accountant, David Smith, and all the other staff at the Association for their assistance in carrying out the audit.

The Audited Accounts were unanimously **approved** by the meeting.

6 Appointment of Auditor

The Chair advised the meeting that a tender process for the appointment of Auditor had been carried out and that, through this process, Alexander Sloan had been successful. As a result, it was the Board's recommendation that Alexander Sloan should be appointed for 2017/18.

This proposal was unanimously **approved**.

7 Election of Board of Management

The Chief Executive confirmed that the current Board was comprised of ten members, three of whom were due to retire – Hugh Donaldson, Lyn Kilpatrick and Stuart Reid – with all three wishing to continue to serve. As there were fewer nominations than vacancies, there was no need to proceed to an election process.

It was noted, therefore, that the Board comprised the following members for 2017/2018:

Dion Alexander, Andrew Carr, Hugh Donaldson, Alex Farquhar, Jenni Hodgson, Catriona Hunter, Lyn Kilpatrick, Jean Sinclair, Stuart Reid and Jacqui Wight.

The Chief Executive confirmed that the first meeting of the Board following the AGM would take place on 6 November, at which the Board would appoint its Chair and Office Bearers.

Presentations

Gardening Competition

The Chairperson presented the annual gardening competition prizes to Chris Cairns (Best Garden). Catriona Hunter, Board member, received awards on behalf of Rosemary Morrison (Best Tubs) and Wallace Dempster (Best Vegetable Garden).

Community Fund

On behalf of the Association, the Chairperson presented cheques to the recipients of the Community Fund.

The Community Fund was established in 2013, commemorating the 25th anniversary of Lochaber Housing Association and provided grants of up to £200 to eligible community groups, in support of LHA's commitment to reinvest some of the profits earned by LHA Property Services CIC back into the local community. The Fund benefited organisations representing a wide range of interests in the community, including sports groups, regeneration schemes, environmental projects, cultural projects and support for organisations working with the elderly, children and people transitioning from hospital back to their own homes.

Close of Meeting

At 7.00pm, the meeting was closed by the Chair, who thanked everyone for their attendance.