

Minutes of the 29th Annual General Meeting of Trafalgar Housing Association held on Tuesday 24th September 2019 at 7.00 pm in the Clydebank Town Hall, Clydebank.

Present

B. Swindon
E. Dillon
D. Wilson
C. O'Connell
J. Munro
D. Madden
R. Porter
M. Kenmuir
A. Montgomery
E. Simpson
E. Johnson
D. Johnson
A. Tait
B. Pollock
E. Shannon
J. Hoey
J. Campbell
K. Crilley
M. Lyden
B. Traynor
M. Wilson
E. McGhie
N. Lyden
J. Campbell
R. Hardie
C. Scholes
P. Grimley
A. Pickering
J. Walters
S. Cochrane
W. Campbell
C. Knape
E. Grass
M. Mullen
M. McKenzie

Non Shareholders

T. Kenmuir
F. Merrick
E. Campbell
K. Aitken
J. Stitt
E. Bell
A. Roberts
S. Kernahan

Apologies

T. Vance
G. Hall
J. Butcher
H. Carson
M. Carlin
J. Boyle
G. Montgomery
N. Campbell
R. Brown
G. Doherty
M. Gow
P. Buist

In Attendance

Graeme Bruce
Steven Cunnigham
Kirsty McLaughlin
Paul McShane
Katy Turnbull
Angela Wood
Sara Pattison
Charlie Conaghan

Item 1: Introduction by Chairperson

John Munro, chairperson of Trafalgar Housing Association welcomed everyone to the 29th annual general meeting. He then introduced those at the top table; Graeme Bruce from Lethame Business Services who provides the Association's financial services, Steven Cunningham, who is a partner at Alexander Sloan, the Association's auditors, and Paul McShane the Association's director.

Item 2: Apologies

Apologies were received from Thomas Vance, Grace Hall, John Butcher, Helen Carson, Mary Carlin, Jackie Boyle, Gill Montgomery, Norman Campbell, Robert Brown, M. Gow, G. Doherty and P. Buist.

Item 3: Election of Management Committee Members

Paul advised that we currently have 10 full members on the management committee. Paul explained that as per the rules the longest serving third would be retiring by rotation; however they would stand for re-election. These members were Nicola Lyden, Eileen McGhie, Joshua Campbell and Gill Montgomery. As there were only 10 members standing for election there was no need for a formal election and the present 10 would continue to serve on the committee. He advised there are 2 new members joining, Janet Stitt and Willie Croft and this would take the management committee numbers to 12.

Paul advised there was still 3 spaces available on the committee and asked those members present to give committee membership serious consideration and to contact any staff or committee member if they are interested in joining, however we would still be advertising externally for new members.

Item 4: Annual Accounts to 31st March 2019 – Steven Cunningham (Alexander Sloan)

Steven Cunningham from Alexander Sloan, the Association's external auditors, presented the annual accounts to 31 March 2019. He advised those present that it is the responsibility of the management committee to ensure that proper accounts are prepared and that these accounts are provided to the members. He further advised that it is their job, as auditors, to review these accounts and give an opinion to members on whether the financial statements give a true and fair view. He explained that what is meant by true and fair is that they are accurate and not misleading.

Steven advised the members that the opinion of the auditors was that the financial statements give a true and fair view of the Association's affairs and they have been properly prepared in accordance with generally accepted accounting practice. He also confirmed that the Association kept proper books and records during this year and there are no matters of significance that he would like to draw to the members' attention. He confirmed the Association had a clean audit report.

Steven advised the members there was an extract from the full report in their pack that he would highlight a few areas of.

Referring to the Statement of Comprehensive Income, Steven explained that this reports the income and expenditure of the Association for the year. Steven advised that the revenue had increased from last year to £1.56million, and that operating costs had also increased to just under £1.4million with a surplus of £185,000. He advised overall the Association made a total income of £153,575, and

this sum would be taken to reserves and used in future years to fund repairs and maintenance of our properties, and not be distributed out with Association.

Moving on to the Balance sheet, Steven advised those present that this provides a snap shot of the Association's assets and liabilities, and that the Association once again had a very strong balance sheet. The Association is in a strong position with just under £1million in the bank and deposit accounts, and net current assets of just under £1.5million. The overall net asset of the Association has increased from last year to just over £4.5million, which demonstrates the Association has good financial health.

Steven finished off by thanking Graeme Bruce, financial consultant, Paul McShane and all the Staff at the Association for their hard work during the audit. Questions were invited from those members present, however none were asked.

The annual accounts to 31st March 2019 were proposed by Carol Scholes and seconded by Janice Hoey.

Item 5: Appointment of Auditors 2019/2020

Graeme Bruce advised that the management committee proposes the reappointment of Alexander Sloan as auditors for 2019/2020. There were no objections and Alexander Sloan was reappointed.

This was proposed by Joshua Campbell and seconded by Margaret Kenmuir.

Item 6: Directors Report

Management Committee

Paul McShane advised that we currently have 10 members on our management committee made up of 8 local tenants and 2 non tenants with housing related expertise, and the 2 new members joining also have housing related experience. He explained that we have advertised on our website and will continue to advertise in local press and housing websites for up to 3 new members.

Rent Levels

Moving on to rent levels, Paul advised that as could be seen in the Scottish Housing Regulators Landlord Report, Trafalgar's rent levels are still amongst the lowest in West Dunbartonshire, and it is our intention to keep it that way by minimising future rent increases while maintaining the high standard of property and service. He advised our rent levels are now significantly below the national average; however he was aware that rises in inflation rates may negatively affect this going forward, as could welfare reforms and Brexit.

Lettings

Paul advised that we had 12 lets in the last year, which is about 4% of our housing stock, and we took an average of 2.5 days to re-let properties. He advised we currently have 189 on our waiting list, showing there is still a healthy demand for our properties.

Rent Increase

Paul advised that we had a 3.4% rent increase. Rent arrears have increased for the second year due to a combination of factors including the doubling of the number of tenants transferring onto Universal Credit, more arrears cases and higher balances in those arrears cases. Paul advised that our void loss for the year was down to only £311 and this was due to there being less vacancies, no evictions and only one abandoned property.

Housing Benefits

Paul advised there was no significant change here and that over half of our tenants still pay all their own rent. He hopes that welfare reforms don't get extended further as this can impact on the poorest household of working age.

Repairs and Maintenance

Paul advised that for the eleventh year in a row 100% of our gas servicing has been completed on time. Emergency repairs were completed in an average of 1.92hrs which is slightly increased from the previous year, and non-emergency repairs were down to 2.79 days compared to 3.2 days last year. He further advised that 94% of repairs were right first time which was down from 99% last year.

General

Paul advised the members that we have continued to install new kitchens, boilers and bathrooms in our housing stock and in the next 5 years the remaining properties will be completed.

Wider Issues

Paul advised there was a worry regarding welfare reforms and the negative impact this could have on tenants. He advised the Discretionary Housing Benefit which is paid via West Dunbartonshire Council has helped to minimise the impact. Paul thanked the staff at WDC, The Independent Resource Centre and our own staff for all their hard work, help and advice given to our tenants.

Paul advised that our Annual Report would be issued to all tenants in October, and available tonight is the Landlord Report from the Scottish Housing Regulator which shows how we compare against other landlords. It also highlights our continued high service levels and the high levels of satisfaction experienced by our tenants.

Paul advised those present that this year sees the introduction of a new regulatory challenge in the form of Assurance Statements which will place further responsibility on our management committee to ensure that all aspects of our work meets regulatory standards.

Paul paid thanks to all the committee members who have served not just in the last year, but over the lifetime of the Association, without which we would not have an independent Association. He also paid special thanks to John Munro who was standing down as Chairperson after a 5 year term.

Paul concluded by thanking all the staff team, contractors and consultants who have ensured that we have been able to consistently perform very well across a wide range of areas. He paid special thanks to Margaret Livingstone who retired in June after 20 years of service.

Paul thanked everyone for coming and invited questions from the members present; however there were none at this point.

Item 7: Minutes and Matters Arising from Previous AGM on 18th September 2018

There were no other matters and the minutes of the AGM held on 18th September 2018 were approved as a true record; proposed by Nicola Lyden and seconded by Corrina Knape.

Item 8: Any Other Competent Business

John Munro at this point invited questions from the members present; however there weren't any.

John concluded by thanking the board and staff for their hard work and commitment to the Association, and all the residents and shareholders for their ongoing support for Trafalgar Housing Association.

Items 9: Garden competition Awards 2018

John advised the Gardening Competition was different this year to previous years, as there were six top gardens from both the Trafalgar area and the Terraces and there would be just one overall winner from that six. The top six gardens as judged by Charlie Duncan from IAS Ltd were announced, in no order, as follows.

Mr and Mrs Johnsen
Mrs Simpson

Mrs McGinley
Mr Merrick

Mrs Campbell
Ms Greer

Overall winner – Karen Greer

Item 10: Prize Draw

There were 10 prizes given out. The winners were; Liz Grass, Margaret Kenmuir, Margaret Wilson, Nicola Lyden, David Madden, Lily Lyden, Shona Cochrane, Bernadette Traynor, Joshua Campbell and Agnes Pickering.

Item 11: Prize Bingo

John Munro closed the meeting by thanking the Staff for doing a fantastic job. He said it was only when he got closer, as the Chair, that he realised how much they do and the work they put in. He thanked Paul and the staff for the support they gave him during his time as Chair. He also paid thanks to his fellow committee members for their hard work and commitment to the Association. He advised that they all attend as volunteers, however they all enjoy it even though it can be hard work at times. He expressed his good wishes to whoever took over the job as Chair and advised he would still remain on the committee and would support the new Chair if required.

He thanked everyone present for attending and their ongoing support of Trafalgar Housing Association and advised that the prize bingo would follow the buffet.