

05 September 2024

Dear Shareholder

INVITATION to ANNUAL GENERAL MEETING (AGM) of MILNBANK HOUSING ASSOCIATION

Notice is hereby given that the **AGM of Milnbank Housing Association** will be held on **Thursday, 19 September 2024**, at **7.00pm** in **Wood Street Hall, 15 Wood Street, Glasgow, G31 3BZ**.

You may also attend online by emailing admin@milnbank.org.uk by **5pm on Monday, 16 September 2024** and a meeting link will be sent to you.

The AGM agenda and associated papers are enclosed, and they can also be viewed on our website at www.milnbank.org.uk or by contacting the office on 0141-551-8131.

Attending or Appointing a Proxy

If for any reason, you are unable to attend in person, you can appoint a proxy to attend and vote on your behalf. Membership details will be checked on entry. To appoint a proxy, you must complete the **Proxy Appointment Form** for the AGM, which is enclosed and return it to the office at 53 Ballindalloch Drive, Glasgow, G31 3DQ or take a picture of the completed form and e-mail it to admin@milnbank.org.uk no later than **5pm on Saturday 14 September 2024**.

Alternatively, if you are unable to attend or appoint a proxy, please submit your apologies by completing the enclosed form and returning it to the office at 53 Ballindalloch Drive, Glasgow, G31 3DQ or take a picture of the completed form and e-mail it to admin@milnbank.org.uk

Chairperson's Report

The Chair will present a verbal report highlighting the Association's performance on the key strategic objectives and some of the challenges over the last year.

Annual Accounts and Auditors Report

The Annual Accounts and Auditors Report will be presented at the AGM. They can be viewed on the Association's website at www.milnbank.org.uk

Election of Management Committee Members

A ballot paper is enclosed. If you wish to vote by post, please use the freepost envelope provided. If you wish to vote in person, please bring the ballot paper to the AGM.

Assistance to attend the AGM

The Association will assist with travel to the AGM. Please let us know if you would like assistance to attend by email: admin@milnbank.org.uk or by phone: 0141-551-8131 no later than **Monday, 16 September 2024**.

On completion of the AGM's formal business, a brief presentation outlining the Association's key current and future business priorities will be provided. This will be followed by the prize raffle draw. Thereafter, MHA staff will be available for Members to discuss privately any individual queries they wish to raise.

I hope to see you at the AGM and thank you for your involvement in the Association.

Yours sincerely



Cathy McGuire
SECRETARY

**ANNUAL GENERAL MEETING OF MILNBANK HOUSING
ASSOCIATION LIMITED TO BE HELD ON THURSDAY, 19
SEPTEMBER 2024 AT 7.00pm IN Wood Street Hall, 15 Wood
Street, Glasgow, G31 3BZ.**

AGENDA

1. Apologies for Absence
2. Minute of Annual General Meeting held on 21 September 2023
3. Chairperson's Report
4. Presentation of Accounts and Auditor's Report
5. Election of Management Committee Members
6. Appointment of Auditors

ANNUAL GENERAL MEETING – 19 SEPTEMBER 2024

AGENDA ITEM 2

MINUTE OF MILNBANK HOUSING ASSOCIATION AGM HELD ON THURSDAY, 21 SEPTEMBER 2023 IN WOOD STREET HALL, 15 WOOD STREET, GLASGOW AT 7.15PM

PRESENT ON PLATFORM:

Mr A Scott (Chair), Mr P Martin (Chief Executive Officer), Mrs M Davis (BTO Solicitors) and Mr J McBride (Auditor, Azets)

IN ATTENDANCE:

MHA Staff Members: Mrs L Sichi, Mr C Chalk, Miss C Anderson, Mr P Cowan, Mr G Kerr, Miss L White, Miss D Robertson, Miss C Williams and Miss S Robertson.

Observers: Miss K Stanway and Mrs A Torrance

The Chair welcomed everyone to the meeting, thanking them for their attendance and introduced those present on the platform.

1. APOLOGIES FOR ABSENCE

It was noted that several apologies were received, and these are listed at the end of the Minute.

2. MINUTE OF ANNUAL GENERAL MEETING ON 22 SEPTEMBER 2022

The above minutes were proposed for approval by Mr N Halls, seconded by Mrs A Strachan and unanimously approved, without amendment, by the Members present. It was confirmed there were no matters arising.

3. CHAIRPERSON'S REPORT

The Chair referred to the previously circulated report, which was included within the AGM Papers, and invited the Chief Executive Officer (CEO) to present the salient points.

Firstly, the CEO introduced the staff present and confirmed they'll be available at the end of the meeting, to deal with any queries or concerns Members wish to discuss.

Funding Support – MHA's foremost concern continues to be providing support to tenants and residents from the local community. The CEO advised that MHA has received funding to purchase thermal items, to support tenants to heat their homes

during the winter. Unfortunately, at this point, the funding is only accessible to tenants. However, MHA are continuing to explore various other funding opportunities which also supports owner occupiers. If any tenants are interested in receiving thermal items, they were advised to make themselves known to Chris Chalk, Director of Housing & Community Initiatives.

Stock Condition Surveys (SCS) – The CEO encouraged Members who have yet to have a SCS undertaken at their property, to contact the office to arrange an appointment. These surveys allow MHA to assess the condition of our stock, including internal components, (e.g. kitchens) and it is imperative for every property to have a survey completed.

Development: Former Haghill Primary School site – Members were informed that MHA is in the process of submitting plans to GCC for the development of 48 homes for rent on the above site. Although the plans are at a very early stage, any resident who is interested in the possibility of rehousing within this area, should contact the Association.

To conclude, the CEO, on behalf of the Chair wished to record thanks and appreciation to all Management Committee Members, volunteers, staff and of course residents, for their continued support throughout the year. As a Community Controlled Housing Association, MHA will continue to work closely with tenants and listen to their concerns or improvements they wish to make to the area.

4. PRESENTATION OF ACCOUNTS AND AUDITOR'S REPORT

The Chair welcomed Mr J McBride, the Auditor from Azets. Mr McBride referred to the previously circulated group accounts for the financial year ending 31.03.23. Mr McBride confirmed the Audit presents a true and fair reflection of MHA's accounts and during the auditing process there were no significant weaknesses identified, no actual or alleged fraud or irregularities found, and no significant issues highlighted.

For year 2022/23, the turnover increased by £541K due to the rent increase applied in April 2022 and higher buildings insurance premiums recharged to owner occupiers. The operating expenditure also increased by £1m, which included various employment costs paid towards the end of the financial year.

Mr McBride highlighted the substantial deficit of £1.5m in comparison to a £1m deficit the preceding year. This is of course a cause for concern. However, the Auditor advised that the

Management Committee have made significant changes this year, to protect the long-term financial viability of MHA. In view of this, assurance was given that MHA's financial position as at 31.03.24 will be a much healthier one.

Finally, Members were asked if they had any questions, or comments to make on the Annual Accounts. It was confirmed that there were no matters, and the accounts were duly accepted by those present. Thereafter, the Chair thanked Mr McBride for his attendance at the AGM.

Mr McBride left the meeting at this point.

5. ELECTION OF MANAGEMENT COMMITTEE MEMBERS

The Chair referred to the above and invited the CEO to address the meeting. The CEO advised that, in terms of Association Rules one-third of the Committee Members (or the nearest whole number) must retire annually. The retiring members for this year have sought re-election: Mr A Scott, Mr N Halls, Mrs C Mcguire and Mr A Young. As there were no other nominations received, no election is required. Consequently, the above-mentioned members were duly elected to the Management Committee.

6. APPOINTMENT OF AUDITORS

The Chair advised that the Management Committee recommends the re-appointment of Azets as MHA's Auditors for the forthcoming year. This re-appointment was proposed for approval by Mrs J Donachy, seconded by Mr A Young and unanimously approved by the Members present.

Finally, the prize raffle was drawn, and members were reminded that staff are available to deal, privately, with any individual issues they wish to raise. The winners of the prize draw were as follows:

<u>RAFFLE PRIZE WINNERS</u>			
1	Ray McGilp	6	Heather Fraser
2	Maureen McQueen	7	Charlotte Conway
3	Ellen Conwell	8	Janette O'Donnell
4	Carla Tartaglia	9	Catrina Foote
5	Marie McCann	10	Margaret Keenan

AGM ATTENDANCE REGISTER 2023:

1	Mr M Arbuckle	30	Miss A Gibson	59	Mr S Richardson
2	Mrs G Barr	31	Mr N Halls	60	Mrs S Richardson
3	Ms I Barrett	32	Mrs J Hillicks	61	Rae Richardson
4	Ms E Bell	33	Mr B Hillicks	62	Mrs J Robertson
5	M Boag	34	Mrs M Holmes	63	Ms S Robertson

6	Mrs A Bowie	35	Mrs A Hughes	64	Ms D Robertson
7	Miss E Bowie	36	Ms A Jenkins	65	Ms L Robinson
8	Mr J Burke	37	Mrs J Joyce	66	Mrs C Rogan
9	Miss D Burke	38	Miss M Keenan	67	Mr A Scott
10	Mr J Burke	39	Mr F Kirkland	68	Miss M Sergeant
11	Mr J Campbell	40	Mrs S Madden	69	Mr J Smith
12	Ms P Connelly	41	Mrs I McCall	70	Mrs M Smith
13	Mrs R Connolly	42	Mrs M McCann	71	Miss C E Smith
14	Mrs C Conway	43	Mrs E McDougall	72	Mr J Sneddon
15	Mrs E Conwell	44	Miss R McGilp	73	Mr T Stanway
16	Mrs E A Cox	45	Mrs C McGuire	74	Mrs A Stanway
17	Miss E Croly	46	Mrs C McKenzie	75	Mrs E Stevenson
18	Mrs J Donachy	47	Ms V McMullan	76	Mrs M Stewart
19	Mrs M Duncan	48	Mrs M McQueen	77	Mrs A Strachan
20	Mr G Duncan	49	Mrs C Millar	78	Mrs K Sweeney
21	Miss D Elliott	50	Mrs J MacPhail	79	Ms L Sweeney
22	Miss C Elliott	51	Ms M Morrison	80	Mrs C Taggart
23	Mr H Elliott	52	Mrs R Mosedale	81	Ms C Tartaglia
24	Mrs A Ferguson	53	Mrs W Muhammed	82	Mrs R Tinney
25	Miss C Ferguson	54	Mrs A Muir	83	Ms M Walker
26	Ms M Flannagan	55	Ms O'Donnell	84	Mrs L Williams
27	Miss C Foote	56	Miss G O'Hara	85	Ms C Williams
28	Miss H Fraser	57	Mrs A Petrucci	86	Mr A Young
29	Mrs I Reynolds	58	Ms C Pollock	87	Miss M Young

AGM APOLOGIES LIST 2023:

1	Miss Annie Bryden	30	Miss Frances McManus	59	Mr Robert Orr
2	Mr Douglas Stewart	31	Mrs Roberta Anderson	60	Ms Marion Campbell
3	Mr William Haddow	32	Miss Caitlain Longman	61	Mrs Brenda Young
4	Ms Marinaioanna Vaka	33	Mr Currie	62	Mrs Janice Cruickshank
5	Mr Michael Mearns	34	Mrs Lorraine Young	63	Mr Alexander Elliott
6	Mrs Carol Carruth	35	Mrs Christine Carmichael	64	Miss Janet Toal
7	Mr Alan Carruth	36	Mr Graham Irving	65	Mr Gavin Turnbull
8	Ms Jean Semai	37	Mr John Irvine	66	Mrs Nura Abdallah
9	Mrs Helen Mulligan	38	Miss Linda Cameron	67	Mrs Saima Gulzar
10	Miss Margaret Baxter	39	Mr William Humphries	68	Mrs Anne Searle
11	Mr William T Allan	40	Mrs Christine Cathcart	69	Mr Stuart Mackenzie
12	Mr Adam Sorice	41	Ms Mary McDonald	70	Mrs May Hutchison
13	Miss Jennifer Dawson	42	John O'Donnell	71	Mrs Catherine Fenton
14	Mrs Margaret Edwards	43	Anne O'Donnell	72	Mr John McGuire
15	Mrs Lilian McConville	44	Mr John Gamble	73	Mr William Gallagher
16	Mr David Hunter	45	Miss Linda Jamieson	74	Margaret Anderson
17	Miss Loretta Bowman	46	Miss Nicole Campbell	75	Mr James Denham
18	Nikolinka Kasova	47	Miss Lisa Porter	76	Mrs Joanne Scott
19	Mr Antonio Cerqua	48	Miss Amy Morris	77	Mr William Barr

20	Mrs Anne Moore	49	Miss Lauren Spalding	78	Mr John Paulley
21	Mr James Moore	50	Miss Agnes Nicolson	79	Elizabeth Gibb
22	Mr Finlay MacDonald	51	Mr Adrian McAuley	80	Mr W Madden
23	Ms Sofia Olander	52	Miss Leah Burke	81	Mr James Connolly
24	Mr Peter Bingham	53	Mr Kenneth Robertson	82	Mrs Elizabeth Hamilton
25	Queralt Capsada-Munsech	54	Ms Sharon Robertson	83	Mrs Catherine Devine
26	Mr Gerard Farren	55	Mr Kenneth Robertson	84	Mr John Smith
27	Miss Pamela Wright	56	Mr Michael Connolly	85	Mrs Josephine Smith
28	Mr James Elliott	57	Mr Duncan Millar	86	Mr Ian McDougall
29	Mrs Teresa Elliott	58	Mr Christopher Millen	87	Mr Gary McDougall
				88	Ms Fiona Bertoni

ANNUAL GENERAL MEETING – 19 SEPTEMBER 2024

AGENDA ITEM 5

ELECTION OF MANAGEMENT COMMITTEE MEMBERS

Rules state that at the end of every AGM, one-third of the Committee Members or the nearest whole number thereto must retire. Those appointed as a co-optee, or to fill a casual vacancy and who retire for that reason shall not count towards the one-third provision. The retiring Committee Members should be selected in accordance with Rule 39.2.

In the absence of Committee Members standing down voluntarily, the retiring Committee Members should be those who have served the longest on the Committee since the date of their last election. If two or more Committee Members have served equally long and cannot agree on who should retire, they must draw lots. Committee Members must also retire if they have been co-opted onto the Committee or have filled casual vacancies.

If a Committee Member retires from the Committee in terms of Rule 39 on the date of the next AGM, that Committee Member can stand for re-election without being nominated.

In accordance with Rule 39 above, the four current longest serving Committee Members are seeking re-election. These are: Josephine Donachy, Rose Tinney, Ann Jenkins, and Georgina O'Hara.

Nominations have been received from Anne Strachan and Sandra Love; therefore, an election of the Management Committee Members is required.

Biographical details of those seeking re-election or election are attached to the ballot paper.

Please be aware that should you attend the AGM, you must bring your ballot paper with you to cast your vote during the meeting. No ballot papers will be issued at the meeting. Should you be unable to attend and vote in person or appoint a proxy to attend and vote, please return your postal vote to the Association's office no later than **Friday 13 September 2024**

ANNUAL GENERAL MEETING

19 SEPTEMBER 2024

PROXY APPOINTMENT FORM

I **(insert your name here)** _____

am a member of Milnbank Housing Association.

My address is **(please insert)**

I hereby appoint **(insert name)** _____

Who lives at **(insert address)** _____

To be my representative and vote for me at the Association's **Annual General Meeting** on Thursday 19 September 2024 and any other dates that the said meeting(s) continue on.

Your Name: _____

Your Signature: _____

Date: _____

To be returned to the Association no later than **5pm on Saturday 14 September 2024.**

ANNUAL GENERAL MEETING

19 SEPTEMBER 2024

CANCELLATION OF PROXY FORM

I **(insert your name here)** _____

am a member of Milnbank Housing Association.

My address is **(please insert)**

I hereby revoke the appointment of **(insert name)** _____

as my representative to vote for me at the Association's **Annual General Meeting** on 19 September 2024 made by me on **(insert date)** _____

I no longer authorise the person referred to above to represent me at the meeting referred to above.

Your Name: _____

Your Signature: _____

Date: _____

All cancellation of proxy forms must be received by the Association no later than **5pm on Saturday 14 September 2024.**

ANNUAL GENERAL MEETING

19 SEPTEMBER 2024

APOLOGIES FORM

I am unable to attend and wish to tender my apologies for the **Annual General Meeting** on Thursday 19 September 2024

Print Name: _____

Signed: _____

Address: _____

Date: _____