



Minutes of the Annual General Meeting held on 20 September 2023 in the Tweedale Arms Hotel, Gifford, EH4 4QU

Present: J Greig Chair
G MacGregor
D Gillett
N MacDonald
A Creedican
C Livingstone
A Young
T Orde
M Brown
A Brown
L Salkeld
K Menzies
K Greig
K Barry Representing ELHA
W McGuire Representing ELC

Proxy: C MacDonald (D Wight – non-attendance)
W MacDonald (D Wight – non-attendance)
D Sinclair (J Greig)
J Sinclair (J Greig)
G Porteous (D Wight – non-attendance)
E Porteous (D Wight – non attendance)

Apologies: C MacDonald W MacDonald
J Briggs K Bryce
I Aitchison S Bowd
Lorraine Bowd Alistair Clark
C Clark D Sinclair
J Sinclair M Young
R Timms K Hogg
J Adamson D Reilly
C Reilly C Laing
J Rodgers W Fulton

P Fulton	G Porteous
E Porteous	M Swinton
S Williamson	G Leitch
P Leitch	D Rose
C Russell	R Hughes
D Wight	C Laing
E Coffey	F Brown
I Finlayson	J Welsh
J Ballantyne	K Reith
L Chalmers	

In attendance:

G Binnie	CEO
D Dougal	Housing Manager (Minutes)
G Darling	Maintenance Officer
B Stoker	
R Boyle	French Duncan
J McKendrick	French Duncan
*****	Chiene & Tait

1	Introduction & Welcome	
	J Greig welcomed all to the 25th Annual General Meeting of Homes for Life Housing Partnership. She handed over to G Binnie for the attendance and apologies.	
2	Attendance, Apologies & Proxies	
	G Binnie advised that the current membership is 138 and therefore the quorum for the meeting is 14 as per the Rules. She confirmed that 14 members were present, and 2 valid proxy forms had been received meaning the attendance was 16 and therefore the meeting was quorate and could go ahead.	
3	Minutes of the previous AGM held 20 September 2022	
	J Greig advised that in the AGM pack issued were the minutes of the previous AGM held on 20 September 2022. She asked if anyone had any points to make about the accuracy of the minutes? No comments were received. She asked if someone who was present at that meeting propose and second the minutes. The minute was proposed as true and accurate by A Creedican and seconded by K Barry. There were no questions about the previous minute.	
4	Chair's Review by J Greig	
	<p>J Greig advised all that it was nice to see all again thanked everyone for their attendance at this meeting which is the 25th AGM of Homes for Life. She told the meeting that 2022/23 had been a significant year and milestone for HfL as we entered our 25th year. She then said that she would like to show a presentation of our achievements in 2022/23. J Greig then highlighted the events up to the 31st March 2023.</p> <ul style="list-style-type: none"> ✓ Following a full stock condition surveys, a New Asset Management Strategy was developed and approved by the Board. ✓ We commenced recruitment of new CEO ✓ Our new Chief Executive Officer, was appointed in September and took up post on 28 November 2022 ✓ We re-opened our office in Haddington for the Team in December 2022 	

	<ul style="list-style-type: none"> ✓ And completed rebranding of HfL and commenced development of our new Website and Tenant Portal. ✓ We appointed and worked with a architect to make offices fit for purpose and bring and our 8 flats at Market Street back into lettable stock for allocation by Homes for Life, Housing Partnership. ✓ Appointed contractors to carry out the offices redesign and to complete the refurbishment of the Market Street flats during the Summer of 2023/24. ✓ Introduced Hybrid Working following consultation for the HfL Team. ✓ Approved our new Business Plan for 2023-2026 'Investment and Growth' which sets out our objectives to invest in our homes, our services, our people and our future. ✓ Brought forward Planned Maintenance investment to deliver increased Planned Maintenance from 2023/24. ✓ Our new staff team set about working to deliver our business plan priorities. ✓ The Tenants Panel was established during the year and held a series of meetings to agree their constitutional arrangements and service areas that they would like to help review. ✓ And, completed all actions within our Governance Improvement Plan 	
5	Presentation of the Financial Statements year ended 31 March 2023	
	<p>J Greig handed over to J McKendrick from our External Auditors, French Duncan to provide a presentation of the accounts.</p> <p>She referred to the Statement of Comprehensive Income and advised that as expected most of the income is from rents. There has been an uplift in income. Costs were down for cyclical maintenance, professional fees and staffing costs.</p> <p>J Greig thanked J McKendrick for her presentation.</p>	
6	Proposed Re-appointment of Auditor 2023/24	
	<p>J Greig advised that the board have reviewed the performance of the first year of working with French Duncan and are happy to propose that they are re-appointed for the next financial year. I would like to seek a proposer and a seconder.</p>	
7	Election of Board Members	
	<p>J Greig advised that the paperwork the paperwork issued with the AGM pack confirmed that the Board Members standing down this year, as the longest serving members and may stand for re-election are:</p> <p>Graeme McGregor, Craig Russell, and Donna Wight. All three Members have agreed to be re-elected.</p> <p>No other applications to join the Board had been received by the deadline.</p> <p>Members approved the reappointment of G McGregor, C Russell and D Wight to the Board.</p>	
8	Closing Remarks	
	<p>Finally, J Greig took the opportunity to thank each and every one present for taking time out to attend the 25th AGM and to the team for the work in the year and arranging the AGM.</p>	
	That being the formal business completed, J Greig closed the meeting at 19.00 with thanks to all for attending.	

	There followed an opportunity for questions. There were none.	
Signed:		Date: