

**MINUTES OF THE ANNUAL GENERAL MEETING OF AYRSHIRE HOUSING (“the
Company”) HELD AT RAMADA JARVIS HOTEL, DALBLAIR ROAD AYR
ON 8 SEPTEMBER 2004 AT 7:00 PM**

Present: **Community Members**
Margaret Scott (Chairperson)
Cathy Collins
Jean Clarke
John McKerchar
George McGeehan
Willie Russell
Katherine Bowman
Anne Cameron

South Ayrshire Council – Represented By
Winifred Sloan

Tenant Members
Pearl Boyd
Ann Bontke
Linda Aird
George Hunter

In Attendance: Jim Whiston
Alan Park
Adam Armstrong
David McGivern
Sharon Ritchie
Mr Bowman
Irene Gillespie

Apologies: Charlie Donnelly
Andy Robinson
Bill Wingate
John McDowall

1. Notice

The Chair noted that a quorum was present.

2. Minutes

The Minutes of the Annual General Meeting 2003 were made available to all present.

The Minutes were approved on a motion proposed by Jean Clarke and seconded

by Pearl Boyd.

3. Postal Ballot

The result of the postal ballots for the election of two Community Members and three Tenant Board Members were presented by Adam Armstrong, External Auditor.

The results for the Community category, John McKerchar and Charlie Donnelly and for the Tenant category, Catherine Williams, Pearl Boyd and Catherine Rodie were elected on to the Board.

The full results were made available to the members.

It is noted that some Board Members expressed concerns over the loss of long standing committed members and asked that this be discussed by the Board at the earliest opportunity.

4. Report by the Board

The Chair provided an overview since the merger and commented that the last twelve months or so since the merger has been extremely busy and the Chair took the opportunity to thank the voluntary Board members and its employees who have all worked hard to establish Ayrshire Housing and thanked them for their contribution.

Presented on the overhead projector were highlights of some of our recent developments, including the completion of 80 houses at Ballantrae, Maybole and Dalmling, Ayr.

The Chair announced this year's winning entries to the Annual Garden Competition, nine tenants received commendations for their efforts and the overall winner was Mr Ulrich Klein of Ayr.

The Chair commented on housing allocations and how we are working with South Ayrshire Council to improve the quality of information on housing options available to applicants. Over the next few months our aim is to make paying rent more convenient by increasing the range of places that it can be paid. Over two thousand repairs were carried out within the required time limits and improvement works were contracted for 72 houses at Dundonald and Forehill, Ayr.

Ayrshire Initiatives successful training programme, to help people to develop careers in construction has seen 9 young people appointed to work on Ayrshire Housing projects at Ayr, Coylton, Girvan and Monkton.

5. Accounts

Alan Park presented the accounts of the Company to the period 31 March 2004 covering the background of the two organisations coming together to form Ayrshire Housing, Alan covered highlights from the Income and Expenditure Account, Balance Sheet and Key Financial Indicators.

Alan concluded that Ayrshire Housings' financial position is a strong one. A good first year for the new organisation both operationally and in financial terms, annual turnover is now £2.5 million and reserves stand at £6.2 million. With new building, the value of our houses has grown by £5 million. Rent Arrears although reflected in the Financial Indicators as 8.2%, Housing Management are working hard to reduce this. Cost control and regular performance reporting will be essential to ensure our growth is controlled and consolidated, this will be aided by the move to one computer system.

John McKerchar asked, surplus reported in the Income and Expenditure Account at £435k for the period, is this reasonable? Alan confirmed that it was.

George McGeehan asked for a timescale on the move to one computer system. Alan confirmed that we hope to go live on the 1st December 2004.

Jean Clarke raised the issue of Rent Arrears being written off as a bad debt and asked Alan what we proposed to do regarding this. Alan explained that with the introduction of the new computer system it would aid Housing Management in working towards reducing this debt and an increase in the provision would have to be made.

John McKerchar asked why in the Balance Sheet we show a figure of £297k for Depreciation. Adam Armstrong answered this question and it explained that it was a requirement made by the Accounting Standards Board.

Audit Report

Adam Armstrong reported that as per the statement on the Company's System of Internal Financial Control, (pg 5 of Accounts) and Report of the Independent Auditors to the Members of Ayrshire Housing (pg 6 of Accounts) both comply with guidance and do not contradict the governance.

Cathy Collins asked if Adam could make any recommendations. Adam concluded that as per Alan's presentation the move forward with the one computer system would streamline the operations of the company.

John McKerchar asked if it was possible for the Management Letter to be made available. Adam said it was not normally made available at an AGM but had been sent directly to the Board for its comments.

The Chair proposed the resolution to adopt the Accounts this was seconded by John McKerchar. This was unanimously accepted.

6. Re-appoint Armstrongs as auditors

The Chair proposed the motion to re-appoint Armstrongs as auditors, this was seconded by Winifred Sloan. This was unanimously accepted.

7. Other Business

The Chair bid a fond farewell to those members who were leaving the Board and thanked them for their time and commitment given to Ayrshire Housing.

There being no other business the Chairperson closed the formal business of the meeting.

Meeting closed 8:00pm

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Chairperson