



ANNUAL GENERAL MEETING
6.15 p.m. – Monday 9 September 2019
Gateway House
(Company number: 30183 R)

Minutes

Present: 21 Members
 100 Proxy votes had been cast

In attendance: Tina Barnard – Chief Executive/Company Secretary
 Ben Johnson – Director of Operations
 Paul Richmond – Director of Finance & Resources
 Karen Airey – Assistant Company Secretary
 John Swinney – Chair of the Group Board
 Nigel Benjamin – Group Board Member

NB: voting numbers throughout include proxy votes cast

AGM102	<u>Welcome from the Chair</u> John Swinney welcomed members to Watford Community Housing's 12 th AGM and confirmed that the meeting was quorate.
AGM103	<u>Minutes of the AGM Held 10 September 2018</u> The minutes of the meeting were agreed and signed as a true record of the meeting. Proposed: Chris Blackett Seconded: Mazie Gibson
AGM104	<u>Matters Arising</u> The following matter was discussed: AGM97 – Members had asked if Membership Details are included in tenancy sign up packs. It was confirmed that Membership Details are included in these packs and are also published on the website.
AGM105	<u>Report from the Chair of the Board</u> John Swinney as Chair of the Group Board presented the annual report and performance review. John reported that the Group's performance had been very positive this year with improvements and progress seen in many areas of the business. One Member raised concerns relating to the Grounds Maintenance service. This would be discussed outside of the meeting. The Chair thanked Members for their valuable feedback on the Annual Report.
AGM106	<u>Audited Accounts of the Group for the Financial Period Ended 31 March 2019</u> Paul Richmond, Director of Finance & Resources, advised that the accounts had been approved by the Group Board and a full version was available if members would like a copy. Paul Richmond then provided an update on the financial highlights for the year.

AGM107

Members were invited to vote on the following motions:

The Chair advised the meeting that 100 proxy votes had been cast and would be included in the total number of votes.

Members were asked to approve the audited accounts of Watford Community Housing for the financial period ended 31 March 2019 (75% required)

For:	113
Against:	0
Spoilt/Abstain	8

MOTION CARRIED by 100%

Members were asked to agree to the re-tender of the Group's External Auditors (75% required)

For:	112
Against:	1
Spoilt/Abstain	8

MOTION CARRIED by 99.1%

Members were asked to agree to authorise the Group Board to fix the remuneration of the successful External Auditors (75%) required)

For:	113
Against:	2
Spoilt/Abstain	6

MOTION CARRIED by 98.26%%

The Chair advised the meeting that Tina Barnard would give a short presentation on the reasons for the proposed partial rule amendment before Members are asked to vote.

Tina Barnard reported that:

- The proposed changes were minor and only related to Board composition.
- The proposed changes reflect best practice, giving flexibility on recruitment and a skills based Board.
- The changes are in line with other Community Gateways.

The following points were raised and discussed:

- The rule relating to 'up to 2 Tenant Board members' was questioned. It was responded that the GMT had agreed the wording of this rule; changing 'must' to 'shall' ensured that a robust process would be followed to appoint Tenant Board Members. Chris Blackett and Raz Hussain confirmed that despite an ongoing recruitment campaign for tenant board members, i.e. in publications and the Involvement Menu, there has been a vacancy on the Group Board for over 18 months.
- A Member proposed that holding an open meeting to give tenants interested in the role an opportunity to learn about the role could encourage tenants to apply. Tina Barnard responded that this had been tried previously; staff are always happy to discuss the role with potential candidates.

Members were asked to approve the partial amendment of Watford Community Housing's Rules (66.66% required)

For:	112
Against:	4
Spoilt/Abstain	5

MOTION CARRIED by 96.5%

The Chair announced the re-appointment of board members Raz Hussain and Marsha Thompson.

	<p>The Chair announced that Stephen Cavinder had been appointed as Council Nominated Board Member.</p> <p>The Chair announced the appointment of Richard Archer, Group Board Member.</p> <p>The Chair reported that Bernadette Laventure, having completed the maximum 9 years on the Group Board, had been required to resign. Bernadette had been a very supportive, strong member of the Group Board and Chair of the Audit & Risk Committee. The Group Board wished to express their thanks to Bernadette for her continued support.</p>
AGM108	<p>Gateway Membership Team</p> <p>Members were asked to note the re-appointment of Katina Mailley and appointment of new members Kevin Everett, Lucie Summers and Paul Wright.</p> <p>The GMT showed a short film on the work of the GMT and Chris Blackett, GMT Chair, and Kat Mailley, Vice-Chair, highlighted the following:</p> <ul style="list-style-type: none"> • The GMT work hard on behalf of tenants reviewing and approving policies, attending conferences and national forums. • This year GMT have completed a scrutiny review of lettings, delivered three Tenant Question Time events and collectively attended 157+ hours of meetings. • GMT members also attended the 2019 TPAS National Tenant Conference and were involved in the procurement process for the cleaning and grounds maintenance contract. • Looking ahead, GMT has been working closely with Group Board developing our 2020-2025 Business Plan. • All tenants are welcome, and encouraged, to become involved in any way they can. • Chris Blackett expressed her thanks to Mazie Gibson for her support and commitment during her time as a GMT member. Mazie had completed the maximum 9-year term of office and was standing down from the GMT. <p>The Chair thanked Chris and Kat for an informative presentation.</p>
AGM109	<p><u>Any Other Business</u></p> <p>There were no items of Any Other Business.</p>
<p>The Chair thanked Members for attending the AGM and announced that the official business of the meeting was now complete. Tina Barnard then gave a presentation on our Business Plan 2020-2025.</p>	