



**West
Granton**

Housing Co-op

sustaining and championing the co-operative way

Friday, 14th August 2020

Dear Member,

REMINDER NOTICE OF VIRTUAL MEETING

30th Annual General Meeting for West Granton Housing Co-op

I previously wrote out to all members advising that our AGM this year was going to have been a virtual meeting due to the ongoing COVID-19 pandemic.

I would like to remind you that this year's **virtual** AGM will begin at **7:00pm on Wednesday 2nd September 2020** through ZOOM. If you haven't already registered your interest with our office in attending, please contact us urgently, so we can take details of your email address and arrange to send you out the joining instructions.

Given the limitations of a virtual meeting, the order of business this year will be:

7:00pm Start

- 1 Chairperson's Report- to be acknowledged only**
- 2 Presentation of Annual Accounts* from our Auditor**
- 3 Committee Recommendation to the AGM that Chiene and Tait are appointed as WGHC's auditors for 2021**
- 4 Election of Committee of Management**
- 5 Answering of any members questions submitted in advance**

* The Annual Accounts will be published on WGHC's website: www.westgrantonhousing.coop in advance of the meeting. However, please contact us on 0131 551 5035 or by email at mail@westgrantonhc.co.uk if you would like a hard copy sent out to you by post.

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Standing for Nomination to Join the Committee

The AGM will include confirming membership of the Committee.

A Nomination form is enclosed with this letter.

If you want to stand for **election you must complete and return the enclosed**



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[nomination form to the office by Tuesday 25th August 2020.](#)

We are trying to reduce the amount of papers we send out so there will be no financial statements or minutes etc sent out this year. These can be found on the web site or you can ask the office to send you hard copies.

Appointing a Proxy Representative

If you can't make it to the AGM, you can appoint someone as your "proxy" by completing a form and returning it by [Wednesday 26th August 2020.](#) This allows someone to attend on your behalf, or for another member who is going to the AGM to represent you. Again, a forms is enclosed with this letter and also forms are available from the WGHC office.

Submitting Questions in Advance

Tenants who have registered to attend our virtual AGM, will be invited to submit any questions they might have in advance of the meeting.

I hope you will be able to attend and look forward to seeing you there.

Sincerely



Larke Adger BA Pg dip CMCIH

CEO & Secretary

Please note:

- (1) This letter has been addressed to sole members or first named joint members of the Co-operative. Where there are joint members, only the first named in the register of members is able to vote, stand for election or nominate another member for election. Second joint members may attend the AGM but in the event of a vote they may not vote.*

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The Minutes of 29th Annual General Meeting

Wednesday 2nd September 2020

7pm

Prentice Centre

1st Members attending (12 x 1st members):

George Thomson, Craig Bailey, Marilyn Dickson, Amanda Aitchison, Donna Anderson, Christine Tsurumaki, Jon Douglas, Joseph Moir, Elizabeth Robertson, Colin Fraser, June McDaid, Ronald Reid

Joint members (without voting rights) present:

3: Graham Carswell, Niger Sultana, James Simpson

Members represented by proxy (24 members):

Quorum:

The quorum is 7.5% which is equal to 28 members.

36 members were present or represented by proxy so the quorum of 7.5% was achieved.

Joint members (without voting rights) present:

3: Graham Carswell, Niger Sultana, James Simpson

Others in attendance:

Larke Adger (CEO); Phil Morrice (Alexander Sloan, Auditors); Les Graham, Fiona McIntosh, Jiewen Gao, Kirsteen Panther; Alan McKee (Staff).

1. Apologies

Ronald Edmond

2. Draft Minutes of Annual General Meeting of 2nd September 2019



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The CEO reported that the draft minutes of the 2019 AGM had been available on our web site and from the office. Copies had been sent out with the link to those members who had registered to attend virtually. The CEO asked if there were any corrections to the minutes. The minutes were taken as read and to be a true record of the meeting.

There were no corrections and the minutes were approved.

3. Presentation of Accounts and Auditor's report – Rule 16.2

Phil Morrice of Alexander Sloan, Auditors, presented the financial statements and gave a brief overview of the financial position of the Co-operative.

The audit report was for all members
It sets out the responsibilities of the management committee and the auditor.
The auditor's opinion was that the accounts give a true and fair view and are in accordance with accounting standards.

P Morrice took members through the Statement of Comprehensive Income and the Statement of Financial Position, highlighting a number of the main points to note. In relation to overall performance, the Co-operative continues to perform well and invest in our properties. WGHC has a positive cash inflow which is important for future investment. The Co-operative continues to meet all its bank covenants.

P Morrice went onto take members through a summary of the highlights from the financial statements. He advised members a robust audit process had been undertaken. He confirmed that their audit had gone well and that the auditor had found no weaknesses in the controls from the work carried out. On this basis he was satisfied that the results reported reflected a 'true and fair view' of the financial performance of West Granton Housing Co-operative.

P Morrice concluded his run through of the accounts and audit and advised he was happy to take questions. There were no questions.

The CEO thanked Philip Morrice for his report.

4. Appointment of Auditor - Rules 16.4 and 68.1 to 70.3

Larke Adger, as Secretary, reported.

She said the job of the Auditor is to check and report on the annual financial statements. In the course of that they get an idea of how a company is doing and they are required to raise any problems they come across. Alexander Sloan were appointed as Auditors to the Co-operative in 2013. This was the seventh year they have audited our financial statements and reported to the AGM. In accordance with good practice



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West Granton Housing Co-operative is required to rotate External Auditors. This meant that 2020 was the last audit to be carried out by Alexander Sloan. The CEO confirmed that the correct and proper notice had been given as in accordance with Rules 70.2 and 70.3.

The CEO thanked P Morrice and all his staff at Alexander Sloan for their professional and efficient service to WGHC over the past 7 years. In addition, the CEO personally thanked P Morrice for the working relationship enjoyed over the period. A final farewell and thanks were announced.

The CEO explained that the above meant, following a tender process carried out on Public Contract Scotland a new auditor had been sourced.

The CEO asked the meeting if there were any objections to the new appointment of Chiene & Tait as our new Auditors. There were no objections.

Chiene & Tait were appointed as auditors to West Granton Housing Co-operative Limited.

5. Election of Committee of Management- Rules 16.3 and 35.1 to 37

Larke Adger said that, as with most years, there was no need for an election. If there are fewer candidates than there are spaces then there is no election as would be explained by her report.

She then read out a report as follows:

RSL Committees can have up to 15 members.

If numbers fall to 7 or below we must inform the Scottish Housing Regulator and the future of the Co-operative comes into doubt.

1. In accordance with rule Rules 35.1 and 35.2, the three longest serving members since the date of their last election must retire this year. They can either retire at the end of the AGM or can retire beforehand and stand for re-election.

As we had 8 fully elected members before the AGM, we should have 3 members who need to stand down. Under Rule 35.4 if a Committee Member retires from the Committee on or before the date of the next AGM, that Committee member can stand for re-election without being nominated.

The retiring Committee Members should be those who have served longest on the Committee since the date of their last election.

The 2 members who must retire are:

- Donna Anderson and



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- Joe Moir

Both were last elected in 2017.

In addition, there must be a 3rd member to stand down. This member is Lorna Brown.

All three members are standing for re-election.

We received 3 nominations: Wendy Riordan, Colin Fraser and Amanda Aitchison.

Since a maximum of 15 members may serve on the committee and only 5 remain in office, the 3 members standing for re-election and the three nominees are all elected without need for a vote.

I therefore declare that: Donna Anderson, Joe Moir and Lorna Brown are all re-elected to the Committee of Management.

I further declare the full Committee of Management is as follows:

Committee	Member
Donna	Anderson
Lorna	Brown
Marilyn	Dickson
Fiona	Marshall
Joe	Moir
Elizabeth	Robertson
George	Thomson
Jon	Douglas
Wendy	Riordan
Amanda	Aitchison
Colin	Fraser

That means there are 11 members of the Committee of Management. The next meeting of the Committee will be on Wednesday 16th September at 7pm. Due to the ongoing pandemic this meeting will be held virtually.

6. CEO Report & Questions

L Adger firstly thanked all those members who attended virtually.

She then took members through a brief presentation of the Co-op's performance for the period 2020-21. The content of the presentation was reflective of the Annual Report, including comments and feedback on the pandemic and how this meant the WGHC Office had to close to the public and could only carry out essential services in line with Government guidance. A summary report of WGHC's key performance indicators was also given.

Virtual attendees had been asked to submit any questions in advance of the meeting. No questions had been submitted.



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The CEO therefore declared there was no further business and once again thanked all those members who attended virtually and wished the a continued safe and well year.

7. Meeting closed 7.30 pm



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