

**Minutes of the Annual General Meeting of
The West of England Friends Housing Society Limited
Held via Zoom – Thursday 25th June 2020 at 2pm**

Present:

Friends Housing Board Members: Tim Wye (Chairperson), Christopher Denman (Tenant Representative), Jo Gray, Melanie Mackintosh, Jerry Oliver, Chris Szpojnarowicz, Michael Tuckwell.

Avenue House Staff: Caroline Cooper (Manager), Karen Parkin (Administrator)

Haines Watts Account Auditors: Geoff Spiers

Bishop Fleming Accountants: Caitlin Murphy

Friends Housing Shareholders: Sue Tuckwell, Ray Bray, Kate Oliver,

Relatives of Avenue House Residents: Pat Burkitt, Cath Read, Jeremy Bond, Sue Clark, Tricia Thorpe

1. **Apologies:** Neil Allan (Board Member), GERALYN MEEHAN (Board Member), Chrissie Williams, Rosemary Andoh, Roger Cann, Janet Cann, Hilary Saunders, Julia Spiedel, Linda Ewles, Sarah Boss, Melanie Hill, Christine Tollerton
2. **Minutes of the last AGM on 22.05.19** were agreed by those present, then signed off as accurate by Tim Wye.

3. Board's Report:

Tim Wye gave an overview of the Board Report for the year, as detailed in the audited accounts for 2019. These can be found on the AGM page of our website:

<http://79.170.44.118/friendshousingbristol.org.uk/wp-content/uploads/2020/06/Full-Accounts-2019.pdf>

On behalf of the Board, Tim gave thanks to our Manager Caroline, the staff, residents and relatives for their support and understanding over the past few months with regards to the COVID-19 pandemic. Questions regarding the Board's management of COVID-19 were invited after all other AGM business.

4. Auditor's Report: Geoff Spiers from Haines Watts was in attendance to give his report on the accounts for the year ending 31st December 2019.

Geoff confirmed that the accounts give a true and fair view of the affairs of the Society.

- Turnover for the year was £1,055,000
- This year saw a bigger expenditure on repairs, following the decision not to go ahead with the new building project in the car park behind Kirwin House.

Questions were invited.

No Questions were asked.

5. Appointment of Auditors:

It is good practice to review auditors regularly. This year The Board put the annual accounts audit out to tender, and it was decided to reappoint our current auditors. The motion to reappoint Haines Watts (of Hyland Mews, Clifton, Bristol) for a further year was carried unopposed.

6. Board Membership:

Each Board Member will serve for an initial first term of 3 years, and then continue to a second term of 3 years, to a total of 6 years. Within the parameters of our rules, a member may continue past 6 years where the Board agrees that circumstances exist where it would be in the best interest of the Association for a Board Member to serve for a longer period.

- **Stepping Down:**

- Janet Lynch (Resident Representative). Thanks were given to Janet for her work and support during her time on the Board.

- **Proposed extension of term:**

- Both Neil Allan and Melanie Mackintosh have completed their 2nd terms (6 years) on the Board of Management. It was proposed that, especially given the unsettled situation in relation to the COVID-19 pandemic, they both continue for a further year. Neil has extensive history with Friends Housing and Melanie is a recently retired GP. Both extensions were agreed by those present.

- **Proposed continuation of 2nd term:**

- Jerry Oliver is in his 2nd term on the Board of Management and continues with this.

- **Proposed Continuation of 1st term:**

- The following members are in their 1st term on the Board of Management, and continue with this:
 - Tim Wye (Chair)
 - Michael Tuckwell (Treasurer)
 - Jo Gray
 - Chris Szpojnarowicz
 - Christopher Denman (Tenant Representative)
 - Geralyn Meehan

- **Vacancies**

- We have 2 candidates for the Resident Representative vacancy on the Board. An election for this will be held at Avenue House and an appointment made in due course.
- Whilst we currently have a very strong Board, we welcome any applications or recommendations. We would particularly like to invite someone with property or housing experience.

7. A.O.B.

Any other business / questions were invited:

- *What training is being undertaken with staff around things like disability awareness (sight / hearing/ mobility impairment) and dementia? Is there a rolling programme?*

Caroline confirmed that this is on our rolling programme of mandatory training, which is completed yearly or 3-yearly, depending on the course. We have a training matrix on which we can clearly see who has training that is due to go out of date, allowing us to efficiently keep on top of this.

AGM closed 2:20pm