



**Meeting:** ANNUAL GENERAL MEETING  
**Date & Time:** Tuesday 26 September 2017  
**Venue:** Buccleuch Arms Hotel, St Boswells  
at 5:30pm

**Present:**

Rita Stenhouse (Chair)	Isla Phillips (new appointment)
David Thomson (Vice Chair)	Billy Robson
Ian Baxter	Ray Sneddon (new appointment)
Ronnie Dumma	Christine Stewart (new appointment)
Eileen Frame	Garyth Thomas
David Gordon	George Young

**In Attendance:** Margaret Ross (Chief Executive)  
Gregor Booth (Operations Director)  
Margaret Hogg (Business Support Manager)  
Lenore Suddon (Housing Services Manager)  
Carole Yallop (Property Services Manager)  
Nigel Hall – Cullen Kilshaw (for Co Secretaries)  
Marinos Calothis – Cullen Kilshaw (for Co Secretaries)  
June Wilson (Minute Secretary)  
Helen Bartlett, Tenant  
Robert Boal, Tenant

#### **1 Welcome by Chair**

The Chair welcomed everyone attending this year's AGM, and thanked tenants and staff for supporting the event.

#### **2 Meeting properly constituted (including apologies)**

Nigel Hall (for Company Secretaries) confirmed the appropriate notice for the meeting had been given and that sufficient Members were in attendance to make the meeting quorate.

An apology was received from Stuart Beattie (Senior Audit Manager) - Chiene & Tait.

#### **3 Minutes of the Annual General Meeting held on 27 September 2016**

The Minutes of the Annual General Meeting held on 27 September 2016 were approved by Members as being an accurate record of the meeting. Approval of the minutes were proposed by Billy Robson, and seconded by Ian Baxter.

#### **4 Matters Arising from the above Minutes**

There were no matters arising. The Minutes were then signed by the Chair and Company Secretaries as being an accurate record of the meeting.

#### **5 Report and Financial Statements for Year ended 31 March 2017**

The Chair reported that 2017 had been a quiet but good year.

Referring to Scottish Housing Regulator Landlord Report – How Waverley performed in 2016/2017 she noted:

Quality and maintenance of homes, 94.4% of Waverley Homes met the Scottish Housing Quality Standard compared to the Scottish average of 93.6%. 98.5% of tenants were satisfied with the service they have received in regard to repairs and maintenance compared to the Scottish average of 90.6%.

The Chair congratulated Waverley Repairs staff on this achievement.

Neighbourhoods - for every 100 Waverley homes, there were 6.8 cases reported of anti-social behaviour and of these cases 70.9% were resolved.

Value for money – rent arrears have been contained despite welfare reform. Again staff must be congratulated on their work in this area.

Although there is a continuation in void rent loss, Waverley has recognised that there is an issue with low demand within an area of Galashiels and are looking at ways to address this.

The Chair concluded that overall it has been another productive year and thanked all the staff for their hard work and efforts and also her fellow Board Members for their commitment and support throughout the year.

The Board was asked to receive and consider the statement of accounts for the year ended 31 March 2017 and the reports of the Directors and the Auditors. The accounts had previously been circulated and approved by the Board on 27 June 2017.

The Report and Financial Statements for the year ended 31 March 2017 had been prepared in accordance with the appropriate Standards and give a true and fair view of the state of the Company's affairs.

Due to unforeseen circumstances, Stuart Beattie (Chiene + Tait) was unable to attend the meeting. He can be contacted by email with any questions that might arise on the financial statements for the year ended 31 March 2017.

The full accounts are also available on the web or by contacting Waverley Housing.

## **6 Appointment of Auditors**

The Members unanimously agreed that Chiene + Tait be re-appointed Auditors of the Company to hold office from the conclusion of this AGM until the conclusion of the next AGM at which the accounts are laid before the Company.

## **7 Board Membership**

The Chair handed over this item to Nigel Hall (for Company Secretaries).

### Resignation of Directors

David Thomson and Ian Baxter intimated their intention to stand down.

Having gone through the procedural requirements, Mr Hall asked for the appointment of the three new members to be proposed and seconded.

### Appointment of Tenant Directors

Ray Sneddon was proposed by Garyth Thomas and seconded by David Gordon.

Christine Stewart was proposed by Eileen Frame and seconded by Billy Robson.

Appointment of Community Director

Isla Phillips was proposed by George Young and seconded by Ronnie Dumma.

The Chair welcomed the new Board Members on to the Board of Waverley Housing.

She thanked Ian Baxter for his 9 years on the Board and David Thomson for his 8 years, of which 5 years were as Vice Chair, for their hard work over the years on the Board. On behalf of the Board the Chair wished to record her thanks to Ian Baxter and David Thomson for their hard work and commitment to Waverley Housing over the years.

Rita Stenhouse announced that she was stepping down as Chair but would be remaining on the Board. David Gordon will be stepping up as the Chair and will be appointed at the Board Meeting following this AGM. The Chair thanked all Board members for their support over the years.

The Chair announced that the present representative of Cullen Kilshaw (Company Secretaries) Nigel Hall will be stepping down after 28.5 years and was being replaced by Marinos Calithos. Nigel was thanked for his long and dedicated time with Waverley Housing and Marinos was welcomed.

The Chair also announced that Margaret Ross, CEO will be retiring at the end of this year and that the recruitment process for her replacement is well underway.

<b>8</b>	<b>Close of Formal Business</b>
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The Chair once again thanked all staff and Board Members for their efforts throughout the year and thanked all present for their attendance. The formal business of the AGM was then concluded at 5:45pm.