

**Minutes of the Annual General Meeting of
The West of England Friends Housing Society Limited
Held via Zoom – Wednesday 19th May 2021 at 2pm**

Present:

Friends Housing Board Members: Tim Wye (Chairperson), Christopher Denman (Tenant Representative), Jo Gray, GERALYN MEEHAN, Chris Szpojnarowicz, Michael Tuckwell.

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

Haines Watts Account Auditors: Sarah Pogson

Bishop Fleming Accountants: Steve Stephens

Friends Housing Shareholders: Sue Tuckwell, Michael Len, Eddy Knasel

Relatives of Avenue House Residents: Pat Burkitt, Jeremy Bond, Helen Grandy

1. **Apologies:** Neil Allan (Board Member), Melanie Mackintosh (Board Member), Janet Cann, Nicholas Sparks, Christine Tollerton, Hilary Saunders, Rosemary Andoh, Cath Read, Sue Parfitt, Linda Ewles

2. **Minutes of the last AGM on 25.06.20** 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 2020. These can be found on the AGM page of our website:

<http://79.170.44.118/friendshousingbristol.org.uk/wp-content/uploads/2021/05/WEFHS-Draft-Accounts-Dec-2020-1.pdf>

It was noted that this report will be updated to include more Health and Safety in the risks section.

Kirwin House is still being referred to as 'Sheltered Housing' - this is currently under review.

Formal Vote of Thanks

Tim acknowledged how the last year, operating in the pandemic, had been exceptionally hard for all involved. He proposed a formal vote of thanks to the Staff, Residents and Relatives for their continued hard work, understanding and support throughout the past year. This was agreed by all.

Sue Tuckwell expressed thanks to the Board, for keeping in touch with the relatives throughout the pandemic and doing everything they can to manage it.

4. **Auditor's Report:** Sarah Pogson from Haines Watts was in attendance to give her report on the accounts for the year ending 31st December 2020.

Key points to note in the year's accounts:

- Turnover for the year has decreased by £30k from the previous year
- Additional income was received by way of an Infection Control Grant, which was used for extra PPE & cleaning, plus building the Garden House for COVID secure visiting

- The year saw a reduction in day-to-day repairs, partly due to a schedule of repair work that was completed the year prior, and partly due to limiting works to essential work only throughout the pandemic
- There was an increased spend on wages, due to giving the staff a monthly 10% COVID bonus
- Overall, there was a decrease in surplus from the previous year of £15k
- Otherwise, finances remained stable

Questions were invited.

No questions were asked.

5. **Appointment of Auditors:**

Auditors were reviewed and contract put out to tender last year. The motion to reappoint Haines Watts (of Bath House, 6-8 Bath Street, Bristol, BS1 6HL) 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.

- **Appointment of new member:**
 - Ros Mills joined the Board in 2020 - the motion to appoint her formally was carried unopposed.
- **Proposed extension of term:**
 - As per last year, and in order to maintain stability and continuity on the Board during the COVID pandemic, the extension of term for both Neil Allan and Melanie Mackintosh was agreed.
- **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**
 - Whilst we currently have a very strong Board, some members plan to step down next year. 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:

- Michael Len would very much like to visit Avenue House before returning to Seattle mid-July. We will keep in touch and hope to be able to facilitate this as guidelines for visiting Care Homes evolve.

AGM closed 2:20pm