

**Minutes of the Annual General Meeting of
The West of England Friends Housing Society Limited
Held via Zoom – Wednesday 25th May 2022 at 2pm**

Present:

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

Avenue House Staff: Caroline Cooper (Manager), Natalie Agir (Administrator)

Haines Watts Account Auditors: Paul Morgan

Bishop Fleming Accountants: Claire Argrave

Friends Housing Shareholders: Sue Tuckwell.

1. **Apologies:** Janet Cann, Chrissie Williams, Linda Ewles, Christine Tollerton, Rosemary Andoh, Tomas Hazelle, Andrew Lux
2. **Minutes of the last AGM on 19th May 2021** 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 2021. These can be found on the AGM page of our website:

<https://friendshousingbristol.org.uk/wp-content/uploads/2022/05/Final-accounts-17.05.2022.pdf>

Kirwin House

The Status of Kirwin House has been changed from Supported Living to Independent Living with approval from all tenants. Going forward we need to replace the door entry system to Kirwin house and also replace the alarm system for those that wish to have an alarm in their individual flats.

Occupancy of Avenue House

The Occupancy of Avenue House is now above what has been budgeted for and this is due to hard work and dedication of all the staff.

Conservatory

This was put on hold due to the pandemic. Detailed design works are now being drawn up and we hope that it will be completed during 2022.

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.

4. **Auditor's Report:** Paul Morgan from Haines Watts was in attendance to give his report on the accounts for the year ending 31st December 2021. Key points to note in the year's accounts:
- Turnover for the year has decreased from the previous year
 - There is a surplus of £23,201 for the year.
 - We have £3.6 million of assets, £1.7 million of which is cash in the bank.
 - A legacy was received of £80,000. This was split - £30,000 going towards the Amenities Fund to pay for activities, and £50,000 was given to Avenue House.

Questions were invited.

No questions were asked.

5. **Appointment of Auditors:**

Tim would like to thank the Auditors for all their work in producing the End of Year Accounts. 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.

Members Stepping Down

The following members have now completed their appointment on the Board and shall be stepping down. Tim would like to thank both members for their hard work and support.

- Michael Tuckwell
- Neil Allan

Appointment of new members:

- Tomas Hazelle
- Tim Southall
- Andrew Lux

The motion to appoint all 3 members formally was carried unopposed.

Proposed extension of term:

As per last year, and in order to maintain stability and continuity on the Board, the extension of term for both Jerry Oliver and Melanie Mackintosh was agreed.

Proposed continuation of 2nd term:

Tim Wye, Jo Gray, Chris Szpojnrowicz and Christopher Denman (Tenants Representative) are in their 2nd term on the Board of Management and continue with this.

The motion for all 4 members to continue was carried unopposed

Proposed Continuation of 1st term:

The following members are in their 1st term on the Board of Management, and continue with this:

- Geralyn Meehan
- Rosemary Mills (Residents Representative)

The motion for both members to continue was carried unopposed

7. **A.O.B.**

No other business to be discussed

AGM closed 2:20pm