

**Minutes of the Annual General Meeting of
The West of England Friends Housing Society Limited
Held via Zoom – Tuesday 23rd May 2023 at 2pm**

Present:

Friends Housing Board Members: Tim Wye (Chairperson), Tomas Hazelle, Andrew Lux, Chris Szpojnarowicz

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

Haines Watts Account Auditors: Paul Morgan

Bishop Fleming Accountants: Claire Argrave

Friends Housing Shareholders: Sue Tuckwell, Michael Tuckwell, Rosemary Andoh

Avenue House Relatives: Helen Grandy, Claire Watts-Mair, Julia Richmond

1. **Apologies:** Janet Cann, Jo Gray, Linda Ewles, Maureen Armstrong, Julia Spiedel, Christopher Denman, Geralyn Meehan, Roger Angerson, Angela Stewart-Gentle, Robert Tunmore
2. **Minutes of the last AGM on 25th May 2022** 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 2022. These can be found on the AGM page of our website:

<https://friendshousingbristol.org.uk/wp-content/uploads/2023/05/WEFHS-Accounts-2022.pdf>

In what might be described as a 'Recovery Year' post Covid, we are really proud that the business has kept going in a hard climate, with recruitment of staff and resident referrals maintained. The books have also been balanced whilst keeping our fees as low as possible.

Work has commenced on building the conservatory / front extension at Avenue House, which will cost a fixed price of £450k. We feel this will be money well spent. There has been a slight delay to the build time of around 4 weeks due to some asbestos being found, so the projected finish date is now the start of October. The fish have been relocated to a good home, and will return once work has finished, albeit to a different location.

Pre-Covid, we had a link with a local nursery which enabled groups of children to come in and take part in activities with the residents. We are pleased that this is due to start up again in the next few weeks.

We are looking at community options that we could offer from Avenue House, which would tie in with our charitable aims. An example could be a lunch club for older people living in the local area.

A lot of work around sustainability has been done at Kirwin House and Lansdowne House – all flats have now been issued an Energy Performance Certificate.

A formal vote of thanks was given to the staff team, led by Caroline, for all their continued hard work.

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 2022. Key points to note in the year's accounts:

- Turnover has increased from £960k to £1.1 million
- A profit of £86k was achieved
- Cash held = £1.74 million
- Total assets = £3.68 million
- Capital expenditure was made on a new call system and new communal baths for Avenue House
- The accounts are in good order

Questions were invited.

No questions were asked.

5. **Appointment of Auditors:**

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 stepped down from their role on the Board. Tim would like to thank both members for their hard work and support.

- Rosemary Mills (Resident Representative)
- Tim Southall

Appointment of new members:

- Julia Richmond (Relative Representative)

This is a new role. Currently we do not have any residents in a position to be able to meaningfully engage with a resident representative role, however we wanted to maintain a link between the Board and residents. It was felt that a Relative Representative role would fulfil this.

The motion to appoint this member 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 re-election for second term:

Geralyn Meehan has completed her first term on the Board.

The motion for Geralyn to be re-elected for a second term was carried unopposed.

Proposed continuation of first term:

Tomas Hazelle and Andrew Lux (BAQM representative) are in their first term on the Board of Management and continue with this.

The motion for both members to continue was carried unopposed.

Proposed continuation of second term:

Tim Wye, Jo Gray, Chris Szpojnarowicz and Christopher Denman (Tenant Representative) are in their second term on the Board of Management and continue with this.

The motion for all 4 members to continue was carried unopposed.

7. A.O.B.

- A suggestion of having an administrator at the weekend was made. This will be discussed at the next budget review.
- A note of thanks was made to Graham Davey, who sadly passed away recently. Graham devoted a lot of time to Avenue House pre-covid, spending hours running a much-loved poetry group with the residents. To send a token of thanks to his wife, Valerie.

Action: Karen

- A new piano has been purchased using money from the Amenities Fund. We would like to extend our thanks to anyone who donates to this – in particular to Judith Chandler who left a sizable legacy to the Society following her death.

AGM closed 2:30pm