

**Minutes of the Annual General Meeting of
The West of England Friends Housing Society Limited
Held at Avenue House, 5 Cotham Park North, Bristol, BS6 6BH
Tuesday 21st May 2024 at 3pm**

Present:

Friends Housing Board Members: Tim Wye (Chairperson), Christopher Denman, Jo Gray, Steve O'Shea, Chris Szpojnarowicz

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

Haines Watts Account Auditors: Paul Morgan, Andrew Jordan

Bishop Fleming Accountants: Claire Argrave

Friends Housing Shareholders: Michael Tuckwell, Rosemary Andoh, Diana Grant

Avenue House Relatives / Friends: Julia O'Shea, Yasmin Johnson, Ruth Joy, Claire Burston

1. **Apologies:** Linda Ewles, Christine Tollerton, Chrissie Williams, Helen Grandy, Julia Speidel, Angela Stewart-Gentle, Tracey Dicker, Jeremy Bond, Ray Bray, Eddy Knasel, GERALYN MEEHAN, Jerry Oliver, Tomas Hazelle, Andrew Lux, Sarah Boss, Roger Angerson, Melanie Mackintosh
2. **Minutes of the last AGM on 23rd May 2023** 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 2023. These can be found on the AGM page of our website:

<https://friendshousingbristol.org.uk/wp-content/uploads/2024/05/Final-accounts-14.05.2024.pdf>

We have many positive things to report for this year, such as:

- After a recent CQC inspection, we have retained our 'Good' rating.
- Electronic Care Plans are now fully implemented and are working well – the staff find them easy to use and they are a useful tool to audit ourselves.
- The extension works finished at the end of 2023 and has provided a well-used additional space for our residents. Many thanks to everyone for bearing with us during the building works.

The cost-of-living crisis is causing us some concern, particularly due to rising energy and staff costs. We are still doing well at present, making a

surplus of £68k last year. We do not aim to make a profit – this has been achieved due to consistent high levels of occupancy. We have no major plans for Avenue House in the coming year.

Kirwin House and Lansdowne House are both now independent living. Their energy efficiency is something that needs ongoing work due to some flats not achieving the required ECP rating. Being a Registered Social Landlord, many additional regulations have now been placed upon us, which are hard for us to meet as a small provider. Therefore, some discussions are being held about whether staying as a Registered Social Landlord is the best model for these flats. Alternatives are being explored, such as becoming an Almshouse.

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 2023. Key points to note in the year's accounts:

- Turnover has increased from £1.1 million to £1.8 million
- A profit of £68k was achieved
- Interest receivable has increased from £2,374 to £16,257 due to rising bank interest rates
- Total assets = £3.75 million
- Fixed assets have increased due to the extension works being completed
- Current assets have reduced from £1.7 million to £1.4 million due to cash being spent on the extension works
- The accounts are in good order

Questions were invited.

A question about a legacy left by a previous resident Judith Chandler was raised. It was clarified that when the legacy was left, a note was made in the accounts for that year. However, as it was not a restricted fund, it does not need to be noted separately in the accounts. We do, however, keep a note of the expenditure made against it, and can provide details to anyone that wishes to know. £30k was left for the residents' amenities fund, and £50k for the general Avenue House fund. We have been using this portion mainly for redecoration, new carpets, new furniture etc.

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.

- Melanie Mackintosh
- GERALYN MEEHAN

If anyone can recommend anyone with GP or HR experience to replace these members, we would be grateful to be put in touch!

Appointment of new members:

- Steve O'Shea (Relative Representative)

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 Jerry Oliver was agreed.

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.

It was noted that Jo Gray is the only female now on the Board, and when she steps down, we will have an all-male Board. This is something we would like to avoid.

7. A.O.B.

Thanks were given to all the staff, management and administrators for all of their continued hard work and dedication to the Society.

A suggestion of building up the volunteer base again so that we can have more help at the weekends to engage residents in conversation / activities was made.

AGM closed 3:30pm