

**MINUTES of the ANNUAL GENERAL MEETING of WESLO HOUSING MANAGEMENT
("the Company") held at 66 North Bridge Street, Bathgate
on Wednesday 19 July 2017**

Present: Peter Robson, Chairman
Mike Bruce, Chief Executive
Mike Crozier, Operations Director
Douglas Drummond, Finance Director
Kate Dewar, Community Director
Brenda Higgins, Community Director
Alice Ann Jackson, Community Director
Margaret McIntyre, Community Director
Eileen Porter, Tenant Director
Jim Porter, Tenant Director
Colin Torrie, Tenant Director

In Attendance: Janet Hamblin, RSM, Auditors
Jennifer Alexander, Scott-Moncrieff
Donna Henderson, Staff Observer
Ina Marshall, Corporate Services Manager
Alison Dunsmore, Corporate Services Administrator
Heather Harvey, Corporate Services Administrator

Apologies: Andrew Balfour, Tenant Director

Item	Action
1. <u>Chairman</u>	
	Peter Robson was appointed Chairman for the purposes of the meeting.
2. <u>Notice and Quorum</u>	
(a)	It was noted that a quorum was present and the meeting could accordingly proceed to business.
(b)	The Chairman produced to the meeting a first and second notice (the " Notices ") convening the meeting. The Chairman noted the second notice was supplemental to the first Notice. The required 21 days' notice having been given, and with the consent of all the members present, the Notices were taken as read.
(c)	The Chairman welcomed Janet Hamblin of RSM and Jennifer Alexander of Scott-Moncrieff. Donna Henderson as staff observer.
	<u>Declaration of Interests</u>
3.	The Chief Executive declared he is a member of the Board of Weslo Initiatives, the subsidiary company of Weslo Housing Management and a Board member of Theatre Objektiv.

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The Finance Director declared that he is a member of the Board of Weslo Initiatives, the subsidiary company of Weslo Housing Management.

Brenda Higgins declared that she is the Chair of the Board of Weslo Initiatives, the subsidiary company of Weslo Housing Management, she is also a Board member of YPeople in Glasgow and Wishaw and District Housing Association.

Kate Dewar declared that she is Chair of PACT, a subsidiary organisation of Fife Housing Association also a Director of the Board of Fife Housing Association and a Trustee of The Lintel Trust.

Margaret McIntyre declared that she is Advisor to the Board of Compass Christian Centre.

4. Minutes of Previous Meeting

The Minutes of the meeting held on 20 July 2016 were approved by Alice Ann Jackson and seconded by Margaret McIntyre.

5. Annual Accounts

The Finance Director produced the accounts of the Company (and the reports of the directors and auditors of the Company in relation thereto) in respect of the Company's financial period which ended on 28 February 2017. He also highlighted key areas of performance during the course of the year, RTB Sales income, pension valuation and operating surplus.

The Finance Director invited Janet Hamblin and Jennifer Alexander to talk the Board through the key areas of their engagement with Weslo over the last 12 months and invited questions from the Board.

External Audit

Janet started by complimenting Weslo on the completeness of recording and overall good systems of control. Janet gave an overview of the accounts. She presented the Final Audit Findings report highlighting the Audit Risks identified at the planning stage and RSM's responses to them.

Janet highlighted page 5 of the accounts and reminded the Board that it is their responsibility to ensure the statement on Risk Management and Internal Controls is realistic, as Auditor there are no concerns.

Internal Audit

Jennifer provided a summary and background explaining the role internal audit performs. She said that Weslo has a very positive control environment.

Jennifer provided a high level refresher on the assignments covered

Item**Action**

over the last year and explained the grading process. Jennifer said it was a very positive report with no areas of concern and any recommendations have been implemented.

Brenda Higgins having proposed and Kate Dewar having seconded it was resolved that the accounts for the financial year ending 28 February 2017 be adopted as the accounts of the Company.

6. Election of Directors

- a) Under the terms of Weslo's Articles of Association, Article 59(a) the longest serving community representative Director shall retire from office. Alice Ann Jackson is therefore eligible for re-election.
- b) Alice Ann having previously indicated she did not want to continue as Director stood down from the post of Community Director and the Chairman thanked her on behalf of the Board for her commitment and contribution over the years and presented her with a gift. Alice Ann thanked the Board members and expressed how much she had enjoyed serving with them. She then left the meeting.

7. The Next Meeting

The next Annual General Meeting to be held on Wednesday 18 July 2018.

8. There being no other business, the Chairman declared the meeting duly closed.