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Taff Housing Association
Cymdeithas Tai Taf

Prif Swyddfa
Ty Alexandra
307-315 Heol Ddwyreiniol y Bont-Faen
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Date as Postmark

Dear Tenant

Re: Annual General Meeting

Please find enclosed the following paperwork for the **AGM to be held at 4:00pm on Tuesday 17th September 2019 at St David's Lounge, Principality Stadium, Gate 3, Westgate Street, Cardiff CF10 1NS**

- Formal notice – Agenda and minutes of last year's meetings
- Guidance Notes
- Proxy Form

Our full annual report is electronic again this year and can be accessed via our website: <https://www.taffhousing.co.uk/corporate-reports/> from 3rd September 2019.

There are three Tenant Member vacancies one as a result of a routine retirement. In addition, there are five Ordinary Member vacancies two as a result of routine retirement.

The total number of vacancies is therefore:
5 Ordinary Members
3 Tenant Members

Please can you return the following to us by Tuesday 10th September 2019:

- Your Reply Slip
- **Your proxy form, if you think you may not be able to attend (this is important).**

We look forward to seeing you at the meeting.

Please do not hesitate to contact me if you need any further information.

Yours sincerely,

Kathryn Innes
Company Secretary

ANNUAL GENERAL MEETING

Tuesday 17th September 2019



Taff Housing Association
Cymdeithas Tai Taf

In accordance with section D8 of the Association's Rules, the following is a list of:

1. Members Continuing in Office:

Ordinary Member	Tenant Member
Dianne Bevan	Keith Abdi
Ibrar Mian	
Luke Hodge	

2. Members Seeking Re-election

Ordinary Member	Tenant Member
Andrew Knight	Heidi Beverstock
Keith Edwards	

3. Current Co-optees

James Rides
2 Vacant positions

4. Tenants Standing for Election

Sue Carleton

5. Ordinary Members standing for election - will be posted on our website after Tuesday 10th September 2019.

**Notice Is Hereby Given that the
Annual General Meeting
of**



Taff Housing Association
Cymdeithas Tai Taf

will be held on

Tuesday 17th September 2019

at 4.00pm at

St David's Lounge

Principality Stadium, Gate 3, Westgate Street, Cardiff CF10 1NS

Only Shareholders may vote, but all are welcome to attend

AGENDA

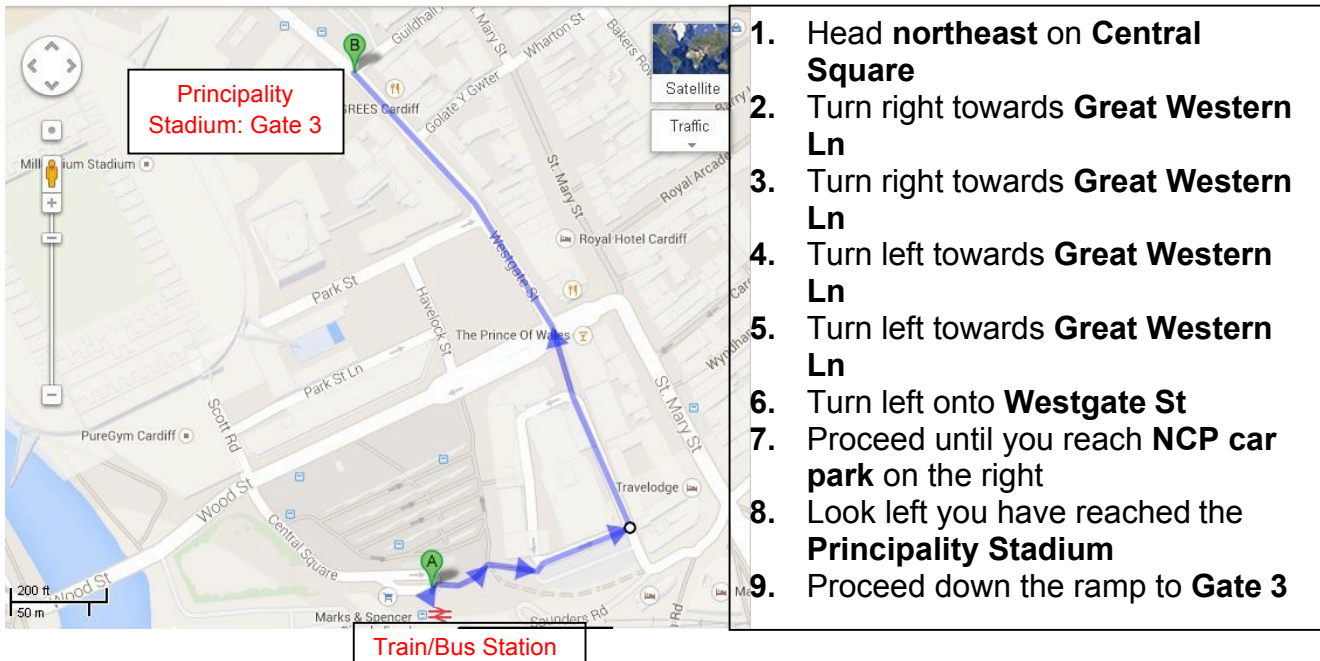
- | | | |
|-------|----------------------------|-----------------|
| 19.01 | Chair's Welcome | |
| 19.02 | Apologies/Proxies Received | |
| 19.03 | Minutes of AGM 2018 | For Approval |
| 19.04 | Audited Accounts 31.03.19 | For Approval |
| 19.05 | Annual Report of the Board | For Information |
| 19.06 | Appointment of Auditors | For Approval |
| 19.07 | Election of Board Members | For Approval |

End of Formal Meeting

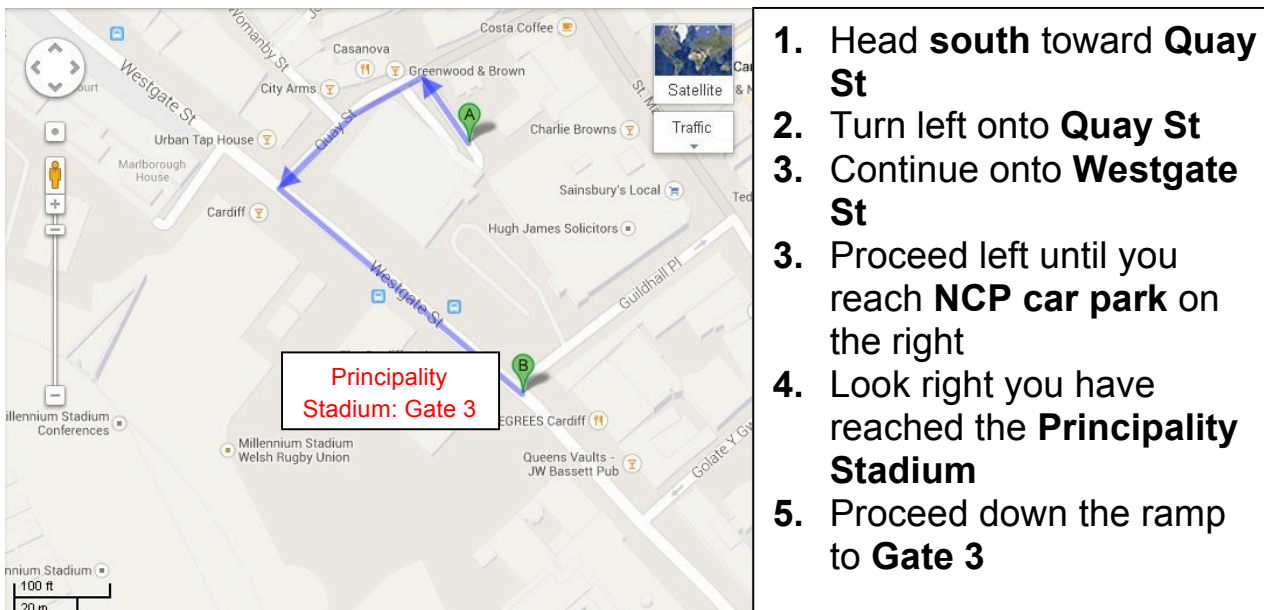
How to find the venue

Principality Stadium is located on Westgate Street, Cardiff. The Stadium is a 5 minute stroll from the nearest train/bus station Cardiff Central Station.

Cardiff Central Train/Bus Station to Gate 3



Parking: NCP, Westgate Street to Gate 3



	<p>MINUTES OF THE ANNUAL GENERAL MEETING OF TAFF HOUSING ASSOCIATION HELD AT 4:00PM ON THURSDAY 11th SEPTEMBER 2018 AT JURYS INN, 1 PARK PLACE, CARDIFF, CF10 3UD</p> <p>PRESENT: <u>Board Members/Shareholders/Tenants:</u> Keith Edwards (Chair), Ibrar Mian, Mark Grennan, Samantha Shaw, Steve Dorning, Yvonne Dorning, Andrew Knight, Heidi Beverstock, Mary Hayes, Fanwell Tandi, Sue Carleton, Marissa Woods, Simon Dawson, Keith Abdi, Harry Cozens, Sheila Cozens, Tim O'Brien, Luke Hodge, Kerry Wallace, Shirley Sansom, Hilary Hooper, Anna Duhig, Carla Hembery, James Rides</p> <p><u>Staff in Attendance:</u> Elaine Ballard, Hayley Selway, Kate Innes, Amanda Jones (minutes), Lynne Williams, Joshua Dowdall, Sally Evans, Stacey Voisey, Claire Dickinson, Jessica Lundbech, James Lundie, Holly McAnoy, Mary Bird, John Askey, David Davies, Annette Kerr, Sophie Lewis,</p> <p><u>Auditors:</u> Harri Lloyd Davies (Bevan & Buckland)</p> <p><u>Other Organisations:</u> Bill Vaughan, James Guille & Yvonne Davies (Hugh James Solicitors), Sarah Vining (Tai Pawb), Nigel Stannard (Newport City Council), Richard Whittaker (Barclays), Jan Quarrington (Principality), Sioned Birchell (Camera Sioned), Mike Espirian, Tanya Birkett (Blake Morgan),</p> <p>Chair's Welcome</p> <p>The Chair welcomed those present to this evening's Annual General Meeting and informed them of housekeeping information, what the meeting will focus on and what will follow the main meeting.</p> <p>Apologies & Proxy Votes</p> <p>Elaine Ballard (EB) stated that apologies had been received from the following:</p> <p><u>Board Member/Shareholders:</u> Mike Jones, John Ramsay, Paul Griffiths, David Ellis Jenkins, Dianne Bevan, Elke Winton, Michael Davies, Michelle Davis</p> <p><u>Tenant Shareholders:</u> Sue Stephens, Wayne Stephens, Lorraine Borde, Martin Jones</p> <p><u>Tenants:</u> Carol Sneddon, Mrs E Murphy, Mark Grennan, Michael Walker, Jian Fang He, K. W. Matthews, Lorraine Jones, Terence Richards, Christine Hole, Kamlesh Kaur, Nilza Gouveia, Terence Best, Oliver Partridge, Gail Page, Warris Abdullahi, Chloe Prewett, Elfadil Abdulla, Nuraldein Mohammed Harun, Sado Jama, Miss Humphreys, Maha Hamaelneil, Judie Richards, Pauline Sonkela</p> <p><u>AMs, MPs and Cllrs:</u> Mark Drakeford AM, Richard Cook (Cardiff Council),</p> <p><u>Other Organisations:</u> Carol Kay (Welsh Government), Sian Jones (Blake Morgan), Jan Jones (Cardiff Met University), Sanjiv VEDI (Welsh Government), Amber Condy (Vale of Glamorgan Council)</p> <p>EB confirmed 27 proxy votes received: 10 from Shareholders (4 of which are Tenant Shareholders) and 17 from Tenant proxies.</p> <p>Minutes of AGM 2017</p> <p>It was noted that James Rides was missing from the in attendance section and has since been added. The minutes of the AGM 2017 were approved as a true record.</p> <p>Proposed: Heidi Beverstock Seconded: Simon Dawson</p>	<p>ACTION</p>
<p>18.01</p>		
<p>18.02</p>		
<p>18.03</p>		

18.04 Financial Statements 31.03.18

Kate Innes presented the Financial Statements for the year ended 31.03.18 summarising the Comprehensive Income, Expenditure, Balance Sheet and Financial Position.

The Chair formally introduced the External Auditor, Harri Lloyd Davies of Bevan & Buckland.

Harri Lloyd Davies read out the pages 11 & 12 of the financial statements highlighting a clean audit report signed by Bevan & Buckland on 21.07.16

Following a request from the Chair, the following questions were raised:

Samantha Shaw queried what amortisation is and Kate Innes explained that it is the same as depreciation but for income.

Following a query on gearing from James Rides, KI confirmed that we are in a favourable position with our gearing.

Following the questions the Financial Statements were approved.

Proposed: Heidi Beverstock Seconded: Sue Carleton

18.05 Annual Report

EB presented the Annual Report on behalf of the Board of Management highlighting the achievements and challenges of the past year.

The Annual Report was accepted with a show of hands and the Chair thanked Board, Staff and the Executive Team for their hard work throughout the year.

18.06 Appointment of External Auditors

On behalf of the Board of Management, the Chair recommended that Bevan & Buckland be reappointed as External Auditors for the coming year and requested a show of hands of approval.

Following a show of hands, it was unanimously agreed that Bevan & Buckland are appointed as External Auditors for the coming year.

18.07 Election of Board Members

The Chair handed over to EB to carry out the elections.

EB explained the two parts to the Board Member election process:

For the ordinary Board member category, there are two vacancies explaining that due to late resignations, both Mike Jones and Michelle Davies are standing down, but we did not know this at the time the papers went out, so offered apologies for this, neither is standing again.

EB explained that one application for membership was received from Ibrar Mian, currently a co-optee with extensive asset management and health and safety experience. As there are two vacancies, under Rule D11.4, if the number of candidates is the same as or less than the number of vacancies, the Chair may declare the candidate duly elected.

The Chair duly elected Ibrar Mian to the Board.

	<p>EB moved on to elections of Tenant Board members explaining that there are two vacancies for Tenant places on the Board, one as a result of retirement, and the other is currently vacant. Sue Carleton is stepping down after 6 years, but will continue her work on the TRA, so we won't be losing touch with Sue.</p> <p>EB went on to explain that unfortunately, no applications were submitted for these posts, though we have been in active discussions with two tenants and we do have the option to co-opt.</p> <p>EB formally thanked Sue Carleton, Michelle Davies and Mike Jones for their contributions whilst serving on the Board over the years.</p> <p>EB advised that the Board therefore consists of: Keith Edwards, Dianne Bevan, Keith Abdi, Heidi Beverstock, Andrew Knight, Samantha Taylor, Natalie Bell, Luke Hodge and Ibrar Mian.</p>	
	<p>Following the elections:</p> <p>Hayley Selway gave a presentation on Development explaining why we develop, the projects completed throughout the year and our past and future Development Strategy.</p> <p>Harry Cozens raised a particular issue with installation of the windows at the block he lives at and HS thanked Harry for working with the association's development team and contractors in addressing this problem.</p> <p>James Lundie explained the 'Community Pot' which Shareholders were asked to vote on and introduced/presented a video whilst the votes were being counted.</p> <p>Following the vote count it was advised that the following projects would receive funding from the 'Adore Community Pot':</p> <ul style="list-style-type: none"> • Cooking on a budget (100%) • CCS Cards (50%) • Independent living packs (50%) <p>The Chair thanked those present for attending and all were invited to stay and for the buffet that will follow.</p> <p>The meeting closed at 5:35pm.</p>	

Signed: **Dated:**



Taff Housing Association
Cymdeithas Tai Taf

Annual General Meeting (AGM): Guidance Notes

1. Please return the reply slip enclosed to confirm if you are able/unable to attend the AGM
2. If you are unable to attend the AGM, please complete and return the Proxy Form enclosed by Tuesday 10th September 2019.
3. If you would like to become a Shareholder of Taff Housing Association please download a Shareholder Application Form from our website and return the form to info@taffhousing.co.uk
4. If you would like to become a Board Member, you can find our Board Member Policy and a Board Member Application form on our Website. You will need to become a Shareholder in order to become a Board Member.
5. If attending the meeting, you will need to bring the following items with you:
 - Agenda
 - Minutes of AGM 2018



Taff Housing Association
Cymdeithas Tai Taf

Annual General Meeting
Tuesday 17th September 2019

I

of

in the County of Cardiff, being a member of Taff Housing Association, hereby appoint Keith Edwards (Chair of Taff Housing Association) as my proxy to vote for me and on my behalf at the Annual General Meeting of the Association to be held on the 17th day of September 2019, and at any adjournment thereof.

Signed:

AS WITNESS my hand this day of 2019

Please note that all Proxy forms should be returned at least two working days before the date of the AGM (i.e. by 12 noon on Tuesday 10th September 2019) to:

**Taff Housing Association,
Alexandra House, 307-315, Cowbridge Road East, Cardiff CF5 1JD**