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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 11th September 2018 at Jurys Inn Cardiff, 1 Park Place, Cardiff CF10 3UD**

- 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 31st August 2018.

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

The total number of vacancies is therefore:
1 Ordinary Member
2 Tenant Members

Please can you return the following to us by Thursday 6th September 2018:

- Your Reply Slip
- **Your proxy form, if you think you may not be able to attend.**

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

Taff is a charitable Housing Association registered under the Community Benefit Societies Act 2014 No. 21408R
Cymdeithas Tai elusennol yw Taff wedi ei chofrestru o dan Ddeddf Cymdeithasau Budd Cymunedol 2014 rhif 2140R

ANNUAL GENERAL MEETING
Tuesday 11th September 2018

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
Keith Edwards	Heidi Beverstock
Michelle Davis	Keith Abdi
Samantha Taylor	
Andrew Knight	
Dianne Bevan	
Luke Hodge	
Natalie Bell	

2. Members Seeking Re-election

Ordinary Member	Tenant Member
Michael Jones	

Sue Carleton (Tenant) has decided not to stand for re-election.

3. Current Co-optees

Ibrar Mian

Elke Winton

Vacant Position

4. Tenants Standing for Election

Natalie Jones

5. Ordinary Members standing for election - will be posted on our website after Thursday 6th September 2018.

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Notice Is Hereby Given that the
Annual General Meeting
of

Taff Housing Association
Cymdeithas Tai Taf

will be held on
Tuesday 11th September 2018

at 4.00pm at
Jurys Inn Cardiff
1 Park Place, Cardiff CF10 3UD

Only Shareholders may vote, but all are welcome to attend

AGENDA

18.01	Chair's Welcome	
18.02	Video of the Year	
18.03	Apologies/Proxies Received	
18.04	Minutes of AGM 2017	For Approval
18.05	Audited Accounts 31.03.18	For Approval
18.06	Annual Report of the Board	For Information
18.07	Appointment of Auditors	For Approval
18.08	Election of Board Members	For Approval

End of Formal Meeting

Following the formal meeting there will be a showcase of our achievements

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How to find the venue

Jurys Inn Cardiff is located right in the heart of this historic and vibrant city. The hotel is a minute stroll form the nearest train station Cardiff Queen Street station. The nearest bus station is just a 2 minute walk away on Greyfriars Road. Cardiff airport is a 35 minute drive and is also accessible by bus.

Directions around the hotel:

Arriving (Red Arrows)
Head west on A4161 and continue to follow. Turn left onto Kingsway, continue left onto Greyfriars Rd and then turn right onto Park Place. Take a left before Bellini's into the car park.

Leaving (Blue Arrows)
Turn onto Park Place and continue until the first set of traffic lights. You can turn right or left onto the A4161 or continue straight onto Park Place.

Cardiff Queen Street Station - 0.2 miles
By foot

Jurys Inn Cardiff is a 5 minute walk from Cardiff Queen Street station. When leaving the station, take a right on Station Terrace, turn left onto Queen Street and then turn right onto Park Place. Jurys Inn Cardiff will be on your right on Park Place.

Car Parking
We have on-site car parking available for 55 cars, including 2 accessible spaces which are available on a first come, first served basis, at an additional charge of £15 per night. There is also an NCP near the hotel on Greyfriars Road where guests can park for £24 per 24 hours. Jurys Inn Cardiff can validate guest parking tickets for this car park giving a 15% discount on this charge.

Please note, it is possible to reserve complimentary parking spaces for Blue Badge Holders.

Greyfriars Road Bus Station - 0.1 miles

By foot

Jurys Inn Cardiff is a two minute walk from Greyfriars bus stop (Stop GL). Walk to the end of Greyfriars Road and take a right onto Park Place. Jurys Inn Cardiff will be on your left

	MINUTES OF THE ANNUAL GENERAL MEETING OF TAFF HOUSING ASSOCIATION HELD AT 4:00PM ON THURSDAY 12th SEPTEMBER 2017 AT CARDIFF CITY FOOTBALL STADIUM, LECKWITH ROAD, CARDIFF **PRESENT:** Board Members/Shareholders/Tenants: Keith Edwards (Chair), Andrew Knight, Dianne Bevan, Heidi Beverstock, Sue Carleton, Ibrar Mian, Natalie Bell, Simon Dawson, Mark Grennan, Mary Hayes, Samantha Shaw, Fanwell Tandi, Befhar Khoshnevis, Harry Cozens, Sheila Cozens, Khawani Staff in Attendance: Elaine Ballard, Hayley Selway, Amanda Jones (minutes), Lynne Williams, David Cox, Mary Bird, Joshua Dowdall, Jackie Amos, Rhodri Thomas, Sophie Lewis, Clare Dickinson, Annette Kerr, David Davies, Sara Brock, Bex Gingell, Erica Reed, John Askey, Sean Dickson, Caroline Davies, Trevor Fletcher, Holly McAnoy, Clare Hollinshead Auditors: Harri Lloyd Davies (Bevan & Buckland) Other Organisations: Cllr Susan Elsmore (CCC), Richard Whittaker (Barclays), Sian Hartstill (Prince's Trust), Bill Vaughan, Katie Dalton (Cymorth Cymru), Sian Jones (Blake Morgan), Yvonne Davies (Hugh James), Steffan Harries (LRM Planning), Gareth Harris (Strongs), Matt Moss (Tony King Architects), David Wilton (TPAS Cymru), Steve Griffiths (Hales Construction), Rob Spear (Sevenoaks Timber Framing), Gary Cosgrove (Cosgrove), Janet Beechamp (Cardiff Met), Clare Rogers (Newport Council Supporting People), Eric Henderson	**ACTION**
17.01	**Chair's Welcome** 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.	
17.02	**Apologies & Proxy Votes** Elaine Ballard (EB) stated that apologies had been received from the following: Board Member/Shareholders/Staff: Gill McQuade, Ashleigh Jones, David Ellis Jenkins, John Ramsay, Mike Jones, Angharad Roberts, Michelle Davis, Kate Innes Tenant Shareholders: Sue Stephens, Wayne Stephens, Lorraine Borde, Pamela Hanlan Tenants: Muriel Slee, Michael Walker, Timothy O'Brien, Terence Best, Ian Matley, Winnie Tandi AMs, MPs and Cllrs: Cllr Abdul Sattar (Grangetown), Mark Drakeford AM, Cllr Lynda Thorne Other Organisations: Len Richards (Cardiff & Vale University Health Board), Pam Toms (Vale of Glamorgan Council), Bonnie Navarra (South Wales Police), Chris O'Meara (Cadwyn HA), Judith Paget (Aneurin Bevan University Health	

	Board), Carol Kay (Welsh Government) EB confirmed 13 proxy votes received: 6 from Shareholders (2 of which are Tenant Shareholders) and 5 from Tenant proxies.	
17.03	**Minutes of AGM 2016** The minutes of the AGM 2016 were approved as a true record Proposed: Harry Cozens/James Rides Seconded: Heidi Beverstock	
17.04	**Financial Statements 31.03.17** Lynne Williams presented the Financial Statements for the year ended 31.03.17 in the absence of Kate Innes. Samantha Shaw queried the acronyms used such as UKGAAP & FRS102. LW explained that these are the financial standards that are adhered to when report on the accounts. The Chair formally introduced the External Auditor, Harri Lloyd Davies of Bevan & Buckland. Harri Lloyd Davies read out the first, second and last paragraphs of page 5 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: • Harry Cozens (HC) - DLU has been a successful service over the last year will there be opportunities for apprenticeships and an expansion of the service? Hayley Selway (HS) explained that the DLU was originally set up to improve customer service and from the statistics received tenants are happy with the service. There is an appetite to expand the service and provide apprenticeships but there is still work to be done in relations to costs before this can happen. HC advised that the Welsh Office are promoting apprenticeships for SME is this something Taff will participate in? HS advised that the organisation will participate in the Apprenticeship Levy which will provide opportunities to train individuals. • Mary Hayes queried if the pension issue that was advertised on the news today would affect Taff in any way? It was advised that the issue raised related to Public Sector organisations only and would not affect Taff. Following the questions the Financial Statements were approved. Proposed: Samantha Shaw Seconded: James Rides	
17.05	**Annual Report** EB presented the Annual Report on behalf of the Board of Management highlighting the achievements and challenges of the past year.	

	Samantha Shaw queried who could be lobbied regarding the Supporting People Campaign. The Chair asked Katie Dalton of Cymorth Cymru to respond. Katie Dalton advised both CHC and Cymorth Cymru have a campaign at the moment further information can be found on their websites but ideally people should contact their local politicians and councillors highlighting the importance of homelessness and supporting people. There is also a Twitter account #supportingpeoplewales. The Annual Report was accepted with a show of hands.	
17.06	**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.	
17.07	**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: Firstly, that there were two vacancies for Tenant Board Members, one as a result of routine retirement, one as a result of the resignation earlier in the year. EB stated that there was one candidate (Keith Abdi) for the two places, and confirmed that under Rule D11.4, if the number of candidates is the same as the number of vacancies, the Chair may declare the candidates duly elected. The Chair confirmed that Keith Abdi was duly elected. EB moved to the second part, the election of Ordinary Board Members explaining that: – There were **4** scheduled retirements of Ordinary members. Members that were required to step down after each 3 year term, and after a maximum of 9 years, unless there is a business case for continuation, Jane Pagler and Rod Perons have both served more than 9 years, and have both decided to step down after tonight. Both have been instrumental in making Taff the strong organisation it is today, and the Chair formally thanked both Rod and Jane for their contribution to Taff – Michelle Davies and Dianne Bevan are also retiring by rotation, but both wish to stand again – There were 3 new candidates Natalie Bell, Luke Hodge and Ibrar Mian – details of all candidates standing for election were on the ballot sheets handed out to Shareholders on arrival – the ballot sheets were collected and the voting calculated The Chair declared that Michelle Davis, Dianne Bevan, Natalie Bell and Luke Hodge are duly elected.	

	EB also advised that the Board is proposing to co-opt Ibrar Mian at their next meeting. The Chair thanked those present for attending and all were invited to stay and enjoy the presentations and the buffet that will follow. The formal meeting closed at 4:35pm.	

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 Thursday 6th September 2018.

3. If you would like to become a Shareholder of Taff Housing Association please download a Shareholder Application Form from our website and return by Wednesday 29th August 2018.

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

TENANT **PROXY FORM**

Taff Housing Association
Cymdeithas Tai Taf

Annual General Meeting

Tuesday 11th September 2018

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 11th day of September 2018, and at any adjournment thereof.

Signed: …….

AS WITNESS my hand this …… day of …… 2018

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 Thursday 6th September 2018) to:

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