

Dear Member,

Notice is hereby given that the Annual General Meeting of Rosehill Housing Co-operative Limited will take place on Tuesday 17<sup>th</sup> September 2024 at 7.00pm. The meeting will be held at The Hall (formerly St Robert's Church Hall) on Peat Road.

The agenda for the meeting is attached. Only the matters on the agenda can be discussed at the meeting. You can appoint someone to be your representative at the meeting and to vote for you, should there be any need for a vote, by completing the attached form. The completed proxy form must reach us by **5pm on Wednesday 11<sup>th</sup> of September 2024**. If you are unsure as to who to appoint, please contact Kelly McCallum and she will be able to suggest a Committee Member who would be happy to represent you. Please note that the Chairperson cannot act as a representative for any other Member.

Yours sincerely,

**ROSEHILL HOUSING CO-OPERATIVE LIMITED**



Geri Mogan  
**SECRETARY**

*"A Community in Control"*

**ROSEHILL HOUSING CO-OPERATIVE LIMITED**

**ANNUAL GENERAL MEETING TO BE HELD ON TUESDAY 17<sup>TH</sup>  
SEPTEMBER 2024 AT 7:00 PM AT THE HALL, PEAT ROAD**

**AGENDA**

1. Apologies
2. Minutes of previous Annual General Meeting held on 14th March 2023 for approval
3. Chair's Report
4. Presentation of Annual Accounts for the year ended 31<sup>st</sup> March 2024
5. Auditor's Report
6. Appointment of Auditor for 2024/25
7. Election of Management Committee Members
8. Chair's closing remarks



**ROSEHILL HOUSING CO-OPERATIVE LIMITED**

**MINUTES OF HYBRID ANNUAL GENERAL MEETING HELD ON TUESDAY  
14<sup>th</sup> MARCH 2023 AT 7:00PM**

<b>Present (Top Table):</b>	Kerry Stevenson Geri Mogan Jeremy Chittleburgh	Chairperson Director Chiene + Tait - Auditors
<b>Minutes:</b>	Kelly McCallum	Customer Services Officer
<b>Members Present:</b>	<b>42</b> members present in hall <b>0</b> members attending via zoom <b>18</b> valid proxies (Sederunt held on file)	

G Mogan declared at 7:00pm that in accordance with rule 21.1, the meeting was quorate and could now proceed. K Stevenson, Chairperson welcomed those present and introduced herself, Geri Mogan, Rosehill's Director and Jeremy Chittleburgh, Rosehill's Auditor.

**1. Apologies**

Apologies for absence were received from 16 members whose details are held on file.

The Chair declared that 18 valid proxies from members had been received, giving another 4 members their vote. In addition one proxy is invalid. She advised that a vote is not anticipated for tonight.

There were no matters arising.

**2. Minutes of previous Annual General Meeting held on 15<sup>th</sup> March 2022 and Matters Arising**

The minutes were read through by the members present and were accepted as true and accurate on a motion by Ms Leitch, 78 Househillwood Road and seconded by Mr Devanney, 255 Househillwood Road.

There were no matters arising.

**3. Chair's Report**

The Chair explained to members that it was part of her role to provide a report on key matters including performance information. She advised that her report would be in 2 parts, with the first providing an account of the financial year ending 30<sup>th</sup> September 2021 and the second would be a more up-to-date position.

The Chair advised that this would be her final report at Chair as she had now served the maximum term of 5 years in the position and is required to stand down, she will remain a member of the Management Committee.



For the second year Rosehill published our Annual Performance Report on our website, following a previous recommendation from our Tenant Scrutiny Group – Rosehill Tenants’ Voice. Links to the report were emailed or text to the majority of our tenants. Paper copies of the headline results were sent out to the remaining tenants.

As our performance results are to 30<sup>th</sup> September 2021, this was still during the time of tackling the challenges of Covid-19 and experiencing its impact on our services. Although we managed to achieve strong performance in many areas despite Covid-19, some areas did not escape unscathed such as how long it took us on average to let empty properties. The year-end result was 51.57 days. Our typical average relet time is between 10 – 12 days. However, due to a range of safety measures having to be put in place, this severely impacted how quickly we could turn properties around for letting.

However we still achieved strong performance in many areas and had better results compared to the Scottish and Local Averages. Some key results are: on average it took 2.9 hours to complete emergency repairs, compared to Local and Scottish averages of 3.3 and 4.16 hours respectively. We only had one gas service that was not carried out by the anniversary date, which was due to a tenant being concerned about giving access during Covid-19. This result compares favourably with the Local Average figure of 2 missed gas services and the Scottish Average of 17 missed services. We resolved 100% of anti social behaviour complaints during the year in comparison to the local and Scottish averages of, 97.9% and 94.67% respectively.

We were fully aware of the financial difficulties many of our tenants were facing, firstly as a result of the pandemic and now the cost of living crisis. Our staff worked closely with tenants to provide support and advice which resulted in a year-end rent arrears result of 2.13%, compared to a Scottish Average result of 6.34% and a Local Average of 4.53%.

We continue to support our tenants through the current cost of living crisis in a number of ways. Kerry was delighted to report that our Housing Services Manager, Sharon and Income Officer, Michelle were successful in applying for Scottish Government funding to assist tenants with the cost of living crisis and by the deadline almost 900 tenants responded and will benefit from a payment of over £100.

In 2022 we saw the welcome return of two Christmas events, the over 60s Christmas Lunch, which Rosehill sponsors and is open to anyone 60 and over who lives in the area. The Christmas Pantomime which is open to Rosehill tenants and their children and again was held here in the Hall. M&M Theatrical Productions put on two performances of Snow White, which proved very popular.

Kerry announced that we are holding our annual community fun day this Summer, for the first time in 3 years. We hope it will be bigger and better than ever. More information will be made available in the coming months through our newsletters and website.

The members present had no questions on the Chair’s report.

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**4. Presentation of the Annual Accounts for the year ended 30th September 2022**

The Chair pass to Jeremy Chittleburgh and explained that he would be presenting the accounts.

Jeremy referred to the abbreviated accounts issued in advance of the meeting and in particular the statement of comprehensive income, and explained that Rosehill had made a surplus of £1,337,349 for the year, which is essential for future projects. He went on to highlight the main sources of income and areas of expenditure and how these compared with the previous year.

Jeremy then referred to the statement of financial position explaining that this reflected Rosehill's financial position at 30/09/22. He went on to highlight the various assets and liabilities held at that date.

He concluded that Rosehill's financial position is extremely strong.

A member asked which firm Jeremy worked for, he confirmed it was Chiene + Tait.

There were no further questions on the Annual Accounts from the members present.

**5. Auditor's Report**

Jeremy Chittleburgh referred to the audit of the financial statements and confirmed that these have been correctly prepared in accordance with UK Generally Accepted Accounting Practice and within the requirements of the Co-operative and Community Benefits Societies Act.

He confirmed that, in his opinion, the financial statements give a true and fair view of Rosehill's affairs as at 30/09/22 and that Rosehill remains a going concern.

Jeremy went on to explain that in addition to the above he was also required to report on certain matters by exception, for example if he had identified any significant weaknesses in Rosehill's control systems during the course of the audit. He confirmed that he had nothing to report and was therefore able to give an unqualified audit report.

Jeremy thanked Rosehill's staff for their assistance during the audit.

A member asked how long Chiene + Tait had been employed by Rosehill as Auditors, he confirmed that this was the 3<sup>rd</sup> year.

There were no further questions for the Auditor from the members present.

**6. Appointment of Auditor for 2022/23**

The Chair reported to those present that Chiene + Tait are being re-appointed as auditor for the year 2022/23.

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## **7. Election of Management Committee Members**

The following committee members, Jim Thomson, Nicki Finlayson and Karen Leitch are required to stand down from the Management Committee under rule 36.

It was also noted that Nicki Finlayson has served for a continuous period in excess of 9 years and cannot stand for re-election unless the committee agrees to permit her to stand again (Rule 34.6). The Scottish Housing Regulator also requires, in its regulatory standards that we ensure any committee member seeking re-election after 9 years continuous service demonstrates continued effectiveness. The Chair confirmed that the Management Committee has considered this in the case of Nicki Finlayson and is satisfied that she is still able to demonstrate her continued effectiveness in this regard and therefore the Management Committee resolved to permit her to stand for election again. This process ensures that committee members continue to demonstrate that they can properly fulfil their roles and act in the best interests of tenants and other service users.

It was confirmed that Jim Thomson, Nicki Finlayson and Karen Leitch are eligible to stand for re-election without nomination.

It was further noted that three valid nominations to stand for election had been received from the following Members:

Anne Greene, McCloy Gardens; Joyce Gallen, Lunderston Drive and Kim Houston, Newmilns Street.

The Chair advised that as the number of vacant places on the Management Committee is equal to the number of people standing for election, there was no need for a vote. Therefore she advised that Jim Thomson, Nicki Finlayson and Karen Leitch were duly re-elected to the Management Committee and Anne Green, Joyce Gallen and Kim Houston were elected to the Management Committee.

The Chair thanked the new members for standing as it is vital for Rosehill's continued success that there are sufficient members on the Management Committee.

## **8. Chair's closing remarks**

The Chair closed by thanking her fellow Committee Members for their hard work and support during the year. She also thanked Geri Mogan for her expertise and dedication to Rosehill and all the staff team for their hard work and finally all members present for their continued support to Rosehill. She asked whether there were any questions prior to the conclusion of the formal business.

There were no questions.

The meeting was therefore closed at 7:30pm.  
Geri Mogan then proceeded with the raffle draw.

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**Raffle**

1st Prize	Maureen Mulheron, Lunderston Drive
2nd Prize	Simone White, Rosehill Crescent
3rd Prize	Joan Smith, Galston Street
4 <sup>th</sup> Prize	Ethel Doyle, Lunderston Drive
5 <sup>th</sup> Prize	Sharon Leonard, Lunderston Drive

**Bingo**

Single Line	Grace Boyd, Johnsburn Drive
Double Line	Maureen Mulheron, Lunderston Drive
Full House	Michelle Fraser, Priesthill Road

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I certify that this minute was approved as a true and accurate record of the meeting.

Signed: \_\_\_\_\_  
(Chair)

Date: \_\_\_\_\_

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**ROSEHILL HOUSING CO-OPERATIVE LIMITED**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**FOR THE 18 MONTH PERIOD ENDED 31ST MARCH 2024**

	31/03/24 £	30/09/22 £
<b>Revenue</b>	7,060,374	4,452,704
<b>Operating Costs</b>	(6,033,488)	(3,110,818)
<b>Operating Surplus</b>	<u>1,026,886</u>	<u>1,341,886</u>
Interest Receivable and Other Income	430,752	43,393
Interest Payable and Similar Charges	(113,633)	(23,809)
Other Finance Income / (Charges)	(7,000)	(8,000)
<b>Surplus before Taxation</b>	<u>1,337,005</u>	<u>1,353,470</u>
Taxation	(96,068)	(16,121)
<b>Surplus for Year</b>	<u><u>1,240,937</u></u>	<u><u>1,337,349</u></u>
<b>Other Comprehensive Income</b>		
Actuarial Losses on Defined Benefit Pension Scheme	(413,000)	(137,565)
<b>Total Comprehensive Income</b>	<u><u>827,937</u></u>	<u><u>1,199,784</u></u>

**ROSEHILL HOUSING CO-OPERATIVE LIMITED**

**STATEMENT OF FINANCIAL POSITION**

**AS AT 31ST MARCH 2024**

	31/03/24 £	30/09/22 £
<b>Non Current Assets</b>		
Housing Properties	33,060,469	32,212,639
Other Non Current Assets	351,935	385,980
	33,412,404	32,598,619
<b>Current Assets</b>		
Inventories	4,304	3,065
Receivables	935,792	552,003
Cash at Bank and in Hand	12,929,355	12,659,466
	13,869,451	13,214,534
<b>Payables:</b> amounts falling due within one year	(1,114,587)	(1,061,901)
Net Current Assets	12,754,864	12,152,633
Total Assets less Current Liabilities	46,167,268	44,751,252
<b>Payables:</b> amounts falling due after more than one year	(1,181,507)	(1,456,810)
<b>Provision for Pension Scheme Liability</b>	(487,000)	(137,000)
<b>Deferred Income:</b> Social Housing Grants	(4,401,975)	(3,888,587)
Net Assets	40,096,786	39,268,855
<b>Equity</b>		
Share Capital	1,025	1,029
Reserves	40,095,761	39,267,826
	40,096,786	39,268,855



**PROXY FORM**

**ANNUAL GENERAL MEETING 17TH SEPTEMBER 2024**

You must use the wording shown below to appoint a representative to vote at a meeting for you. Please see Rule 24.1 for more details.

I (insert your name here) .....  
am a Member of Rosehill Housing Co-operative Limited.

My address is (please insert)  
.....  
.....  
.....

I hereby appoint (insert name) .....  
who lives at (insert address)

.....  
to be my representative and vote for me at the Co-operative's Annual General Meeting on 17th September 2024 and any other dates that the meeting continues on.

Your Name: .....

Your Signature: .....

Date .....



## Joining the Management Committee

Currently Rosehill is a fully mutual housing co-operative; this means that to be a Member of Rosehill you must be a Tenant and to be a Tenant you must be a Member. In turn this means that the Membership of our Management Committee is solely made up of our tenants.

As members are aware Rosehill is looking to change its constitution to become a charitable registered housing association. This will enable Rosehill to open up its membership beyond its tenants, which will help to strengthen the committee both in terms of numbers and skills. However, if the constitutional change happens it is still Rosehill's aim to have a majority of tenants on the Management Committee.

Therefore, **Rosehill needs tenants who are willing to serve as Committee.** There can be no Rosehill without a Management Committee in place.

If you wish to join the Management Committee, you will be joining a group of people just like you, people who are tenants of Rosehill and want to ensure that Rosehill does the best it possibly can for its tenants.

Tenants, who join the Management Committee, tell us that they get real personal benefits from being involved including increased confidence, better knowledge of the local area, an understanding of how a business works gained from the inside, the ability to have real influence over what Rosehill does and skills which can be used in the workplace such as speaking out with confidence, being able to interpret and analyse information and understanding policies and procedures. Some tenants on the Management Committee also undertake training courses, which Rosehill pays for, covering things like using a computer, assertiveness, Microsoft Office and certificated courses which can help with personal development and getting a job if you are looking for one. The Management Committee does consider what skills are needed to continue to strengthen the Committee. Particular skills that would be welcomed are:

- **Tenants who want to make a difference**

Whether you have been a Rosehill tenant for a number of years, or recently moved in, we need your experience! You will have a genuine interest in Rosehill's work and be determined that our tenants come first in all that we do. You might think Rosehill is a great landlord or you might think there are things we could improve on, either way we would like to hear from you.

- **Customer/Community Engagement**

You might have experience of a range of engagement and participation processes to enable customers and others to share their views and to influence and shape services or possibly proposed projects. This experience may be from your work (current or past) or from your involvement in community groups or projects.

- **Asset Management Experience**

Perhaps you have experience of developing or overseeing an Asset Management Plan, or have contributed to parts of the asset management process e.g. involved in decisions about investment, maintenance and upgrading of properties.

- **Project Management**

Do you have experience of being involved in setting up, delivering and completing a particular project within set timescales and resources? This might have been in a formal work environment or through work you might have done in the community.

- **Business and Strategic Planning**

You might have experience of contributing to and being involved in decision making about the vision and objectives of an organisation, its future direction and leading the organisation at a strategic level either as a staff member or a Committee/Board Member.

- **Procurement**

You may have experience of purchasing goods, supplies and services for your place of work (past or present) and the rules and processes you need to follow to do this.

Experience in Customer/Community Engagement, Asset Management, Project Management, Business and Strategic Planning and Procurement is very desirable. However, we also believe what is important is a genuine interest in doing what is best for Rosehill and its tenants, a willingness to learn and a commitment to be an effective Member of our Management Committee.

Being a committee member involves committing to attending one meeting a month, held on Wednesday evenings; help and support will be available and you will be made very welcome. There will also be mandatory training to be completed, usually a minimum of 4 sessions a year. There is also access to various other training opportunities to help with self-development.

If you are interested please contact the office on 0141 881 0595 before **Wednesday 4<sup>th</sup> September 2024** and speak to our Director, Geri Mogan. You will then be issued with a Nomination Form which must be completed and returned to our office **no later than Monday 9<sup>th</sup> of September 2024**.

The prizes for this year's raffle, which is open to one adult per household who **must be** present at the SGM and AGM, are as follows:-

1st Prize	£100 Gift Voucher
2nd Prize	£75 Gift Voucher
3rd Prize	£50 Gift Voucher
4 <sup>th</sup> Prize	£25 Gift Voucher
5 <sup>th</sup> Prize	£15 Gift Voucher

The Raffle will be drawn after the Annual General Meeting



A prize bingo session will be run after the  
Annual General Meeting.

It is open to all members and/or partners who attend the SGM and  
AGM.

Entry is free.

Single Line:	Chocolates
Double Line:	Wine
Full House:	£50 Gift Voucher



# TRANSPORT

Rosehill is providing a free mini-bus to ferry members to and from the SGM/AGM. The pick up places and times are as follows:

Hurlet, New Hurlet, Hurlethill & Darvel Street Area	Outside Levernwood Hall on Seamill Street at approx <b>5:45pm</b>
Turnberryhill & surrounding area	Outside 46/48 Glentyan Drive at approx <b>5:55pm</b>
Johnsburn & surrounding area	Outside 9 Johnsburn Road at approx <b>6:05pm</b>
Lindens, Priesthill Road & Ravenscraig Drive	Outside 109/111 Ravenscraig Drive at approx <b>6:15pm</b>
Rosehill Cottages & surrounding area	Outside 93/95 Househillwood Road at approx <b>6:20pm</b>

If due to reasons of age, ill-health or disability you are unable to get to a pick up point please call the office and we will arrange for the mini-bus to collect you.

