



## North East Tenants Residents and Landlords Together

### Minute of NETRALT AGM

|                  |  |                                |                                |
|------------------|--|--------------------------------|--------------------------------|
| Chairperson:     | Carol Hannaford, Aberdeen City Council           |                                |                                |
| Minute Taker:    | Catherine Coutts, Castlehill Housing Association |                                |                                |
| Date of Meeting: | <b>11th May 2017</b>                             |                                |                                |
| Location:        | Sanctuary Scotland, Donside Village, Aberdeen    |                                |                                |
| 1. Attending:    | Norma Groves                                     | (NG)                           | Aberdeen City Council          |
|                  | Carol Hannaford                                  | (CHd)                          | Aberdeen City Council          |
|                  | Faye Morrison                                    | (FM)                           | Aberdeen City Council          |
|                  | Paul McMenemy                                    | (PM)                           | Aberdeen City Council          |
|                  | Pearl Smart                                      | (PS)                           | Aberdeen City Council          |
|                  | Sandy Allan                                      | (SA)                           | Aberdeenshire Council          |
|                  | Claire Hancox                                    | (CHx)                          | Aberdeenshire Council          |
|                  | Jill Matthews                                    | (JM)                           | Aberdeenshire Council          |
|                  | Ruth Fraser                                      | (RF)                           | Aberdeenshire TPPT             |
|                  | Carol Tytler                                     | (CT)                           | Aberdeenshire TPPT             |
|                  | Laura Allan                                      | (LA)                           | Blackwood                      |
|                  | Catherine Coutts                                 | (CC)                           | Castlehill Housing Association |
|                  | Libby Mitchell                                   | (LMI)                          | Castlehill Housing Association |
|                  | Alan Morrison                                    | (AM)                           | Castlehill Housing Association |
|                  | Colin Stewart                                    | (CS)                           | Castlehill Housing Association |
| Celia Tremain    | (CT)   | Castlehill Housing Association |                                |

|            |                    |       |                                |
|------------|--------------------|-------|--------------------------------|
|            | Katie Taylor       | (KT)  | Grampian Housing Association   |
|            | Barry Jarvis       | (BJ)  | Langstane Housing Association  |
|            | Elaine Whyte       | (EW)  | Langstane Housing Association  |
|            | Katie Taylor       | (KT)  | Grampian Housing Association   |
| Apologies: | Leonora Montgomery | (LMy) | Aberdeen City Council          |
|            | Anne Jenkins       | (AJ)  | Blackwood Housing Association  |
|            | Larry Duncan       | (LD)  | Castlehill Housing Association |
|            | Hazel Carradice    | (HC)  | Moray Council                  |
|            | Daska Murray       | (DM)  | Moray Council                  |
|            | Bill Chapman       | (BC)  | Osprey Homes                   |
|            | Chris Mathieson    | (CM)  | Grampian Housing               |
|            | Angela Reilly      | (AR)  | Sanctuary Scotland             |

## 2. Approval of Minute of AGM, 12 May 2016

No corrections.

Proposed by Carol Tytler, seconded by Claire Hancox and agreed by Catherine Coutts.

## 3. Matters Arising

No matters arising.

## 4. Chairperson's Annual Report

Carol Hannaford gave a verbal report to the AGM, noting that NETRALT appear to be going from strength to strength and well recognised across the Housing sector in Scotland. She thanked her fellow office bearers, Sandy and Catherine, for their efforts during the past year and Colin for maintaining the website.

This year has been another successful year for NETRALT; although there was no housing café there were joint training events and study visits, with the most successful being the visit of East Ayrshire Tenant & Resident Federation. Thanks also to the Aberdeen Housing Service Review Group.

NETRALT continues to be recognised for the Youth Work they have started, with Katie and Catherine being asked to speak at the SHN Forum. There was a great turnout at the Charter Review in May 2016 and a NETRALT cake was enjoyed by all. There was great success at the TPAS awards for the North East and having this group has helped promote all the fantastic work we are all doing.

In closing, Carol thanked everyone for their contribution but especially the tenants and residents involved with NETRALT, who attend as volunteers, as without them the group would not have achieved its successes.

## 5. Treasurer's Financial Report

Sandy Allan circulated a written report and balance sheet to the AGM, detailed below.

An account was opened with Grampian Credit Union on 2 July 2015. The agreed signatories of the account for 2016/2017, appointed at the 2016 AGM, were the Chair, Secretary, Treasurer and Assistant Treasurer.

A copy of the latest Member Statement from Grampian Credit Union and a basic Balance Sheet are attached, along with comments from last year's Audit by Cairn Housing.

### INCOME & EXPENDITURE 2016 - 2017

| INCOME                                   |                 | EXPENDITURE                              |                 |
|--|-----------------|--|-----------------|
| Membership Fees                          | 1,350.00        | Grampian Credit Union Annual Fees        | 5.00            |
| CIH Seminar Delegate Fees                | 220.00          | Web Site Maintenance                     | 0.00            |
| Bank Interest                            | 0.00            | NETRALT Birthday Cake for Charter Review | 80.00           |
|  |                 | CIH Seminar Training Costs               | 1,332.00        |
|  |                 | Catering for CIH Seminar                 | 120.00          |
|  |                 | Deduction for Blackwood Membership Fee   | 50.00           |
|  |                 |  |                 |
| <b>INCOME 2016 - 2017</b>                | <b>1,570.00</b> | <b>TOTAL EXPENDITURE</b>                 | <b>1,587.00</b> |
| BALANCE from 10 May 2016                 | 2,504.68        |  |                 |
|  |                 |  |                 |
|  |                 |  |                 |
|  |                 |  |                 |
| <b>TOTAL INCOME</b>                      | <b>4,074.68</b> |  |                 |
| Less Expenditure                         | -1,587.00       | <b>Bank Balance</b>                      | 2,487.68        |
| Advance Payment for Training (Blackwood) | -170.00         | <b>Bank Reconciliation</b>               | -170.00         |
| <b>BALANCE</b>                           | <b>2,317.68</b> | <b>BALANCE</b>                           | <b>2,317.68</b> |

Income over the year 2016/2017 has been solely from membership fees plus the remaining delegate fees, outstanding at the last AGM, for the NETRALT organised CIH Seminar on "Tenant Participation Using a Community Development Approach".

There has been no expenditure this financial year other than our membership fees for Grampian Credit Union; costs for the CIH Seminar totalling £1,452 (highlighted in red above), which were invoiced last year but processed by Grampian Credit Union in this financial year; and the cost of the NETRALT Birthday Cake that was taken along and cut at the Charter Review Seminar held on 26 May 2016. Blackwood's payment for the CIH Seminar is being held towards future training costs, less their annual membership fee.

There were no further invoices for travel & subsistence received for the CIH seminar.

No invoice for Website Maintenance has been received in the last year.

There are no outstanding costs. The funds to be carried forward as a reserve is the account balance of £2,317.68.

### Membership Income

Ten organisations were paid up members in 2016/2017, generating £1,350 of membership income. Recommendation would be to keep the membership fees at same level for 2017/2018. A minimum fee of £50 seems realistic for those partners with limited stock.

Once membership fees for 2017/2018 are agreed at this AGM, invoices will be issued by end of June.

## **Future Expenditure**

With the exception of Website Maintenance costs, there is currently no budgeted expenditure. Costs will however be incurred for the Housing Café Event planned for 26 November 2017.

Blackwood have £170 credit towards future training and/or membership fees.

### **6. Appointment of Office Bearers**

Colin Stewart took over as Chair of the meeting for item 6. It was agreed that all office bearers continue in their posts.

|                   |                  |
|-------------------|------------------|
| Chairperson:      | Carol Hannaford  |
| Vice Chairperson: | Ruth Fraser      |
| Secretary:        | Catherine Coutts |
| Vice Secretary:   | Colin Stewart    |
| Treasurer:        | Sandy Allan      |
| Vice Treasurer:   | Claire Hancox    |

### **7. Membership Fees for 2017-18**

It was agreed that to keep the same rate of membership fees for the coming year.

|                     |      |
|---------------------|------|
| Up to 500 units     | £50  |
| 501 – 2000 units    | £100 |
| 2001 – 10,000 units | £150 |
| Over 10,001 units   | £250 |

### **8. Appointment of Bank Signatories**

It was agreed to keep the same signatories as the previous year:  
Carol Hannaford, Sandy Allan, Catherine Coutts and Claire Hancox

### **9. Auditing Arrangements**

As Cairn had audited the previous accounts, it was agreed to approach them to request them to audit NETRALT's account again. CC to contact Michael Allan at Cairn to arrange.

### **10. Dates & Venues of Meetings**

The dates for 2017 meetings are as follows:

Thursday 22 June

As usual, there will be a break in July and August

Thursday 15 September

Thursday 26 October

Thursday 7 December at Grampian Housing Association, followed by Christmas lunch

It was agreed that Blackwood's meeting room enables us to make use of technology at meetings and is based in a good location for tenants to get to. Laura Allan will check availability and Catherine will distribute a meeting schedule for the year ahead once venues have been confirmed.

### **11. AOCB**

Elaine Whyte will retire from her role at Langstane Housing Association on June 30<sup>th</sup>. The meeting on 22 June will be her last one with NETRALT.

Thanks were given to Carol Hannaford for her hard work and enthusiasm as Chair throughout the year.

*The AGM closed at 12 noon.*