

DRAFT MINUTE OF THE ANNUAL GENERAL MEETING OF CORDALE HOUSING ASSOCIATION
HELD ON TUESDAY 16 SEPTEMBER 2025 AT 6.00 PM VIA VIDEO LINK AND
IN CORDALE OFFICE

Members Present:		
Margaret McCallion	(Chair)	Sharon Murray
Thomas Ewing		Veronica Hamilton
Douglas Fairley		Anne Culley
Sheena Wain		Catherine Lamont
Elizabeth McColl		Edward Boyle
Catherine Watson		Janice Barnes
Eric Farren (Online)		
Members Present by Proxy:		
Ann Marie Brown		
Marion Kennedy		
Peter Murray		
Apologies:		
David Barnes	Eileen McEwan	Gillian Robertson
Caroline Dickson	Eleanor Kemsley	Vivian McIlhargey
Anthony Pollock	Margo Inglis	Rena Sweenie
Canon Peter McBride	Derek Robertson	Margaret McLay
In Attendance:		
Barry Johnstone	Executive Director of People and Governance	
Kevin Nixon	Regional Manager	
Cameron Lyall	Finance Manager	
Kelly Adams	RSM UK Audit LLP	
Maura Elliott	Governance Officer	Minute Taker

The Chair welcomed the members who were attending in person and online to the Association's Annual General Meeting 2025 and explained the format of the meeting and confirmed that the meeting was not being recorded.

The Chair advised that twelve apologies had been received and that the names of those submitting apologies would be recorded in the minutes. The Chair advised that 3 proxy forms had been returned.

The Chair advised that the meeting was quorate as more than the minimum number of members required were in attendance. The meeting was therefore called to order.

1. Minutes of the Annual General Meeting held on Tuesday 10 September 2024

The Chair confirmed that no points or amendments regarding the minutes had been made in advance of the meeting and asked whether any member present wished to make any points or amendments. No points or amendments were raised and the minutes were approved as a true and accurate record of the meeting. This was proposed by Veronica Hamilton and seconded by Thomas Ewing.

2. Chair's Report

The Chair informed members that the Annual Report would be published online and members were provided with a link to this as part of the joining instructions, she added that printed copies were available for those members attending in person.

The Annual Report featured the Chair's review of the year, and she highlighted the following:

The Chair acknowledged that this year had been marked by both achievement and deep sadness for the organisation. In June, Martin Walker, who served as Chair of the Management Committee with dedication and a lifelong commitment to improving life in Renton, sadly passed away. His contribution to Cordale and the wider community would always be remembered as part of Cordale's ongoing work.

The Chair commented that a highlight of the year was the start and successful completion of the 25 much needed new homes at Dalquhurn. The 5.4 million development provided a mix of two, three and four-bedroom energy efficient homes for local families. The development was incredibly important to Martin and the opening ceremony in June meeting new tenants was a personal highlight.

The Chair highlighted that she was proud to report that Cordale had continued its close work with the community providing support to local schools, groups and families. From tackling fuel poverty to funding local food and wellbeing projects. These efforts demonstrated Cordale's dedication to making a positive impact on residents' lives.

Cordale also invested over £1.1 million in improving existing homes, delivering new kitchens, bathrooms, boilers, windows and medical adaptations to help people continue to live independently in their homes. In 2024/25 over 30 new bathrooms and boilers were fitted to tenants' homes.

The Chair concluded by thanking fellow Management Committee members, old and new, for their support and commitment over the past year and thanked staff for their support and dedication to delivering the best services for tenants.

The Chair invited any comments or questions on the Annual Report from members at this point.

There were no questions or comments.

3. Presentation on the Annual Accounts, Balance Sheet and Auditor's Report

Cameron Lyall, Finance Manager, introduced Kelly Adams, Auditor, RSM auditors to make a short statement on the accounts on behalf of the auditors.

The Auditor presented the Annual Accounts for the year to 31 March 2025 and commented that despite the operating environment remaining challenging throughout the financial year, the accounts showed favourable results. She advised that the Association achieved a surplus of £355,930 for the year and that the Association invested over £1.1m in its stock. The Association also invested £4.6m in the new homes at Dalquhurn and its financial position remained strong, with total reserves at year end of £8.09m.

She added that the accounts gave a true and fair view of the state of the Association's affairs as at 31 March 2025 and of its income and expenditure for the year 2024/25.

No questions were raised and the Chair thanked Cameron and Kelly for their contribution.

4. Election of Management Committee

The Chair explained that, taking into account vacancies, co-opted and casual appointees, there was currently ten full Committee members.

Under Rule 39.1 of the Association Rules, one-third of the Management Committee was obliged to retire at each AGM; while Rule 39.3 required the same of Committee members who have filled a casual vacancy or have been co-opted to the Management Committee in the course of the year. Under Rule 39.2, the retiring Committee members should be those who had served the longest on the Committee since the date of their last election.

There were three members who fell into this category Eric Farren, Sharon Murray and Thomas Ewing. Under Rule 39.4, all three Committee members were eligible to seek re-election without being nominated.

The Chair explained that Douglas Fairley and Sheena Wain had filled a casual vacancy on the Committee during the course of the year and were also eligible to seek election without being nominated under Rule 39.4.

Three Caledonia Board members, Anne Culley, Margaret McLay and Derek Robertson were appointed to the Cordale Committee.

The Chair added that under Rule 40.1, if the number of members standing for election was less than or equal to the number of vacant places then these members could be elected without a vote. The Chair therefore declared Eric Farren, Sharon Murray, Thomas Ewing, Douglas Fairley and Sheena Wain elected to the Management Committee.

5. Appointment of Auditor

The Chair advised that earlier in 2025 a procurement exercise was undertaken to appoint a new external auditor and that RSM UK had been successful. Accordingly, in accordance with the Association Rules, Douglas Fairley proposed the appointment of RSM UK Audit LLP and this was seconded by Sheena Wain.

The Chair advised that the business of the AGM was concluded and thanked members for their attendance. The meeting concluded at 6.25pm.

Chair's Signature: