

**COLCHESTER BOROUGH HOMES LIMITED
2015 ANNUAL GENERAL MEETING**



**To be held 5.30pm, Tuesday 27 October 2015
St John Payne Parish Hall,
21 Blackthorn Avenue, CO4 3QD**

AGENDA

- 1. Apologies for absence**
- 2. Adoption of the minutes of the 2014 AGM (Page 1)**
The Board to adopt the minutes of the last AGM as an accurate record of the meeting
- 3. Approval of the Annual Report video**
The Board to formally approve the Annual Report for 2014/15
- 4. Adoption of the Financial Accounts (Page 3)**
The Council to adopt the audited Financial Accounts for 2014/15
- 5. Re-appointment of External Auditors**
The Council to re-appoint Scrutton Bland
- 6. Confirmation of re-election of Tenant Board Members**
The Board confirms re-election of Alan Blois and Michala Carey to the Board
- 7. Appointment of Chairs of Committees (Page 5)**
The Board to appoint Chairs of Committees

Colchester Borough Homes Limited

Minutes of Annual General Meeting

Tuesday 21 October 2014

At St John Payne Parish Hall, Blackthorn Avenue
Colchester, CO4 3QD

Present:

Nigel Chapman (Chair)
Michala Carey (Vice Chair)
Alan Blois
Geoff Foster
Ray Gamble
Glenn Houchell
Mike Lilley

In Attendance:

Greg Falvey
Karen Loweman
Mark Wright
Gareth Mitchell (CBC)

Observing:

Maura Broad (TLCC)
Diamond Sharfraie (TLCC)
Cllr Peter Sheane (CBC)

Berkeley Young (Minutes)

1. Apologies and Quorum

Apologies for absence were received from Anne Grahamslaw, Tina Graves, Jennifer Hartland, Nigel Offen and Dionne Philp. Nigel Chapman confirmed that the meeting was quorate.

2. Confirmation of the minutes of the 2013 AGM

Gareth Mitchell formally accepted the minutes from the 2013 AGM on behalf of Colchester Borough Council.

3. Approval of the 2013/14 Annual Report

Greg Falvey introduced the Annual Report, noting that at September's meeting the Board had reviewed the final draft prior to publication. The published version of the Annual Report had been circulated to members and was formally approved.

4. Adoption of the Financial Accounts

Nigel confirmed that the Finance & Audit Committee had met with the auditor from Scrutton Bland without officers being present and no issues of concern had been raised. Following extensive scrutiny by the Finance & Audit Committee, the accounts had been approved at the board meeting of 9 September and signed by the Chair and the Accountant.

The Final Accounts were formally adopted by Gareth Mitchell on behalf of Colchester Borough Council.

5. Reappointment of External Auditors

The reappointment of Scrutton Bland was formally agreed by Gareth Mitchell on behalf of Colchester Borough Council.

6. Re-appointment of an Independent member

Nigel Chapman explained that Tina Graves had come to the end of her three-year term as a board member. Tina wished to continue to serve on the board and, in the absence of a resolution not to re-appoint, was duly re-appointed by the board.

7. Appointment of Chairs of Committees

Nominations had been received for the Chairs of the four committees. The following were appointed at the AGM:

<i>Business Opportunities Panel</i>	- Nigel Offen
<i>Finance & Audit</i>	- Nigel Chapman
<i>Governance & Remuneration</i>	- Tina Graves
<i>Operations</i>	- Alan Blois

The meeting closed at 5.40 pm.

REPORT TO COLCHESTER BOROUGH HOMES BOARD

DATE: 27 October 2015

TIME: 5.30 pm

VENUE: St John Payne Parish Hall, Blackthorn Avenue

AGENDA ITEM: AGM Item 4

SUBJECT: Adoption of the Final Accounts

REPORT BY: Michael Hadjimichael, Director of Resources
☎ 01206 507815
✉ Michael.hadjimichael@cbhomes.org.uk

FOR DECISION

1. Decision Required

1.1 The Council is invited to formally approve the 2014/15 Financial Accounts.

2. Introduction

- 2.1 The Board scrutinised the Final Accounts on 28 September 2015 and agreed that they could be signed as required and submitted to the Council for approval.
- 2.2 The audited Final Accounts are available to the public on the Colchester Borough Homes website.
- 2.3 A copy of the signed Annual Governance Statement was sent to the Council's Representative in advance of the AGM.

REPORT TO COLCHESTER BOROUGH HOMES BOARD

DATE: 27 October 2015
TIME: 5.30 pm
VENUE: St John Payne Parish Hall, Blackthorn Avenue
AGENDA ITEM: AGM Item 7
SUBJECT: Appointment of Chairs of Committees
REPORT BY: Owen Howell
☎ 01206 282518
✉ owen.howell@cbhomes.org.uk

FOR DECISION

1. Decision Required

1.1 The Board is invited to appoint chairs of the Finance & Audit, Governance & Remuneration and Operations Committees.

2. Introduction

2.1 The following board members are re-standing as Chairs of the Committees:

Finance & Audit	Nigel Chapman
Governance & Remuneration	Tina Graves
Operations	Alan Blois
Business Opportunities Panel	Gerard Oxford

2.2 Board is invited to confirm these appointments. As there have been no other nominations, no elections are necessary. Each nomination must be agreed individually.

