

Homes in Sedgemoor Annual General Meeting (AGM)

The primary purpose of the AGM is to allow directors of the company to present the company's financial performance, reflect on the achievements and challenges of the year, and allow the shareholder to vote on the issues at hand.

APPROVED Minutes of the Annual General Meeting held via Teams and in the Sedgemoor Room at Bridgwater House on Tuesday 24 September 2024 at 1pm

Board Members:	Chris Fisher Cllr Kathy Pearce Cllr Lance Duddridge Cllr Pauline Ham Marie Hide Oliver Keates Paul Hackett Paul Stephenson (Chair)	Chris F Kathy Lance Pauline H Marie Olly Paul H Paul S
In Attendance:	Ben Lane, Director of Finance & Performance Claire Tough, Director of Communities & Customer Service Naomi Macey, Director of Asset Management and Safety Pauline Kelly, Executive Assistant (<i>minutes</i>)	Ben Claire Naomi Pauline K
Guests:	Ann Hooper, Involved Tenant Group Chris Hall, Executive Director Community, Place & Economy, Somerset Council Craig Green, Sedgemoor Tenants Assurance Committee (STAC) Ian Cook, Involved Tenant Group Kim Handsford, STAC Ros Griffiths, STAC	Ann Chris H Craig Ian Kim Ros
NO.	ITEM	
1.	Welcome Guests	
	Paul S welcomed Board members, attendees and guests to the meeting.	
	Apologies	
	Apologies received from Jen Vernon (Board Member), Peter Hatch (Chief Executive Officer) and Sarah O'Neill (Chair of the STAC).	
	Paul S thanked Aimee Payne and Pauline Hayes for their commitment to STAC following their resignations.	
2.	Declarations of Interest	
	There were no further declarations from Board members other than those previously recorded on Board Members' Declaration of Interests Forms.	
3.	Draft minutes of the meeting held on 26 September 2023	
	The public minutes recorded on 26 September 2023 were agreed as accurate.	
	RESOLVED	
	The AGM APPROVED the minutes of the meeting recorded on 26 September 2023.	

4.	Matters Arising recorded on 26 September 2023
	Members noted the matters arising. Both actions have been completed.
	RESOLVED
	The AGM NOTED the matters arising.
5.	Review of the Year by the Chair
	PS gave a brief overview to members and the following highlights were noted. Partnership Development with Somerset Council (SC): Ongoing development of the positive partnership with SC continues. Special thanks to Chris H for his consistent presence at every meeting, his availability for discussions, and his open and friendly contributions. Tenant Satisfaction Measures: excellent results achieved in our first year, compared to the sector. STAC: the committee's continued input was acknowledged and appreciation for the work carried out to help shape the business for the Board. External Governance Review (David Tolson Partnership (DTP): provided assurance regarding governance arrangements within the business and an action plan for improvement was approved. Mock Inspection (Housing Quality Network (HQN)): gave assurance on our processes and our readiness for inspection. The need for an Equality Diversity Inclusion (EDI) strategy was identified. New Corporate Strategy: was launched in the year and provides clarity on what needs to occur to deliver the ambitions contained within it. The Government's budget is anticipated in October and expectations are the new Government will change how housing is managed. Development of EDI Strategy: The EDI strategy, highlighted by the mock inspection, is scheduled to return to the October Board Away Day and will be presented to the Board for approval in November. People Plan: regular updates have been provided to the Board and good progress against the ambitions within the plan has been made. HiS Colleagues: A note of recognition was made for the commitment and efforts of all colleagues. HiS's successes in the year would not have been possible without their hard work and dedication. Board Members: appreciation was expressed for the work done and the time commitment given by the Board Members over the last year. They have continued to represent the organisation well and strengthen our links with our key stakeholders.
	RESOLVED
	The AGM NOTED the Chair's annual review.

6.	Review of the Year by Executive Director Community, Place and Economy, Somerset Council
	Somerset Council expressed their gratitude to Homes in Sedgemoor (HiS) for their high-quality service delivery and for maintaining service standards. They appreciated the partnership, support, and open dialogue from HiS. Somerset Council hoped for continued ambition and collaborative efforts from HiS to navigate future changes and maintain high service quality. RESOLVED The AGM NOTED the annual review from Somerset Council.
7.	Approval of the Annual Report and Financial Statements for Year Ended 31 March 2024
	Board recommended the 2023/24 financial performance and KPI service results be presented at the AGM and invited the 'Company Member' to approve the accounts. They have been scrutinised by the Audit & Risk Committee (ARC) in June and presented to the Board in July. The Annual Report and Financial statements capture the strong performance delivered in the year. Chris H, on the behalf of the Company Member, approved the 2023/24 Annual Report and Financial Statements. RESOLVED The Company Member APPROVED the Annual Report and Financial Statements for the year ended 31 March 2024.
8.	Appointment of External Auditors – 2024/25
	The Company Member was invited to reappoint Bishop Fleming as auditors of HiS for 2024/25. The Audit & Risk Committee (ARC) were happy to make this recommendation as Bishop Fleming have served the organisation well over the previous years. The support they provide is comprehensive and professional. Chris H, on the behalf of the Company Member, approved the appointment of Bishop Fleming as HiS' auditors for 2024/25. RESOLVED The Company Member APPROVED the appointment of Bishop Fleming as the External Auditors for Homes in Sedgemoor (HiS) for 2024/25.
9.	Board Member Retirements, Board Member Appointments and Councillor Board Member Nominations
	Endorsement of the nominations received from Somerset Council for Councillor Board members was sought from the AGM. Nominations were received from SC in May 2024 for Cllr Kathy Pearce, Cllr Lance Duddridge and Cllr Pauline Ham to serve on the Board of HiS for a further year. Retirement and reappointment, for a final three-year term, of Marie H as a Tenant Board Member and Paul H as an Ordinary Board Member were put to the AGM, together with a proposal to re-appoint James Menhenitt as a Co-optee to the Audit & Risk Committee for a further year. Members endorsed the Cllr nominations and approved all the re-appointments. RESOLVED The AGM: NOTED the retirement from the Board of Marie Hide as a Tenant Board Member and Director of Homes in Sedgemoor (HiS).

	2. APPROVED the re-appointment to the Board of Marie Hide as a Tenant Board Member and Director of HiS for a further and final three-year term (until 27 March 2027). 3. NOTED the retirement from the Board of Paul Hackett as an Ordinary Board Member and Director of Homes in Sedgemoor (HiS). 4. APPROVED the re-appointment to the Board of Paul Hackett as an Ordinary Board Member and Director of HiS for a further and final three-year term (until 27 March 2027). 5. APPROVED the re-appointment to the Audit and Risk Committee (ARC) of James Menhenitt as a Co-optee for a further one-year period. 6. NOTED and ENDORSED the nominations received from Somerset Council (SC) of the following Councillors as Councillor Board Members up until May 2025. • Cllr Kathy Pearce • Cllr Lance Duddridge • Cllr Pauline Ham
10.	Questions from HiS tenants, lease holders and colleagues
	No questions were received or raised.
11.	Questions to the Chair of the Audit and Risk Committee
	No questions were received or raised.
12.	Date of next meeting
	30 September 2025
13.	Video: Review of the Year 2023/2024
	The AGM concluded with a video presentation which highlighted the key achievements of HiS in 2024/25. On behalf of Board members, Paul S thanked Charlie Harper for bringing together all the achievements into a single video presentation.

Confirmed as a true record of the meeting

Signed: 

Name (Chair): Paul Stephenson

Date: 30 September 2025