


Moray Tenants Forum
Annual General Meeting

Date:	5 November 2024 at 11am
Location	The Inkwell, Elgin/ online via Teams
Chair	Fiona Geddes (FG), Housing Strategy and Development Manager
Attending	<ul style="list-style-type: none"> • Alison Angus (AA), tenant • Jane Bartecki (JB), tenant • Gordon Brander (GB), tenant • James Buchan (JBuc), tenant • Peter Cruickshank (PC), tenant • Bev Davenport (BDav), tenant • Eileen Di Sotto (ED), tenant • David Elliott (DE), tenant • Dagmar Gross (DGr), tenant • Pat Jappy (PJ), tenant • David Macdonald (DMacd), tenant (online) • Dorothy McGoldrick (DMc) tenant • Liz McKnockiter (LM), tenant • Isobel McNeil (IM), tenant • Rachael McPhail, (RM), tenant • Violet Milne (VM), tenant • Elizabeth Williamson (EW), tenant
In attendance	<ul style="list-style-type: none"> • Brian Fraser (BF) Supported Accommodation Manager • Cllr Donald Gatt (DG), Deputy Chair of Housing and Community Safety Committee • Fiona Geddes (FG), Housing Strategy and Development Manager • Rebecca Irons (RI), Customer Engagement Officer (minutes)
Apologies	<ul style="list-style-type: none"> • Cllr John Divers (JD), Cllr and tenant • Bert Duffus (BD), tenant • Cllr Amber Dunbar, (AD) Chair of Housing and Community Safety Committee • Howard Knowles (HK), tenant • Lee Nicholls (LN), tenant • David Nicholls (DN), tenant
1. Welcome, Apologies	FG welcomed everyone to the meeting and outlined the purpose of the Annual General Meeting. Reminding the group, it was not to discuss individual issues. Those wishing to discuss an individual issue should approach RI at the end of the meeting.

<p>2. Minutes of previous AGM</p>	<p>Given the time that has passed since the last AGM in 2017, FG proposed bypassing this item as irrelevant. All present agreed.</p>
<p>3. Chairs Report</p>	<p>Thank you for taking the time to attend your Tenant Forum’s Annual General Meeting. It’s been a productive year for the Forum, and we’d like to take this opportunity to shine a spotlight on your achievements.</p> <p>Firstly, I’d like to express our gratitude to every single one of our tenants for your active participation and support. Your contributions are invaluable in driving the group forward and I thank you for your time and commitment throughout the year. I’d also like to welcome our newer members and thank those who have been members for longer for their continued support. I’d like to pay tribute to the contribution of long time Forum member Ron Tolmie who stepped down from the Forum due to ill health in August.</p> <p>It has been some time since an AGM’s been held and we’ve been unable to fill office bearer roles in recent years. Whilst vacant, housing staff have taken on these office bearer roles. I’m pleased to announce that today we have the opportunity to elect new office bearers, marking a significant step forward for the running of the group. Much work has taken place over the past year to promote the Forum and build attendance at meetings. The Council recognises the importance of tenant participation and has invested in the new post of Customer Engagement Officer. Since joining us in April last year, Rebecca's efforts are evident in the growing number of members. Your hard work and achievements are very much appreciated, and I look forward to watching you continue to make the role your own. It’s great to welcome so many of you today, and I’d like to thank the tenants who have put themselves forward for election as office bearers.</p> <p>I’d like to highlight the positive move to hybrid meetings enabling those who can’t join in person to attend online, helping to widen participation. I’d like to thank Liz for taking on a starring role in a short video made to show people how easy it is to join our meetings online.</p> <p>A significant milestone in May was the launch of a new tenant participation strategy. This five-year plan outlines how the Council will support tenants in influencing housing policies, conditions and services. Forum members played a crucial role in shaping this strategy, ensuring that feedback surveys were accessible and took account of our community’s needs.</p> <p>Forum members have made a valuable contribution in other areas, including:</p> <ul style="list-style-type: none"> • the design of the 3 yearly Tenant Satisfaction Survey 2024. Working with the consultant to reduce the length of the survey and make questions easier to understand. • the design of the Annual Performance Report to Tenants 2023/4 published at the end of October; and

	<ul style="list-style-type: none"> • a newsletter review group to review the design and content of Tenants' Voice and make sure it is appealing and interesting to tenants. Their suggestions will be incorporated into next year's newsletter. <p>Two Forum members attended the annual TPAS (Tenant Participation Advisory Service) conference at Clydebank in June. This is a national conference aimed at tenants to educate, inform and inspire on all things tenant participation. Both reported that they found this to be a positive experience and came back with lots of enthusiasm and good ideas for improving things.</p> <p>Looking ahead we will continue to work to strengthen our collective voice and represent the interests of Moray Council tenants. Let's continue to work together over the next year, build on a good start and make sure that tenants voices are heard and valued.</p>
4. Finance report	<p>Each financial year the Forum has access to an annual grant to support their activities including meeting venues and catering, travel expenses, childcare costs, and attending conference. This budget is administered in-house as there is no treasurer currently. The current spend from April 2024 to date is £2812.07, this does not include today's venue hire and catering costs.</p> <p>FG clarified that there is an agreed allocation of money for tenant participation at the start of each financial year. Tenants' rents go into a ringfenced pot of money called the Housing Revenue account which is used to fund housing services for tenants. There's an amount of money from this pot that's made available for tenants to run the Forum. RI clarified that the council had been administering the Forum budget since 2017 in the absence of a treasurer.</p> <p>FG said that because numbers participating in the Forum had been small, the budget had not been spent in recent years. However, the budget could grow if needed. The more people participate, and the more activity FG would make a case to increase the budget next year. FG confirmed that unspent budget does not carry over to the next financial year. It is difficult to know how much money the Forum needs until we have a better idea of the kind of things the group wants to take part in.</p>
5. Constitution	<p>Members voted unanimously to approve a revised constitution.</p>
6. Election of office bearers 2024-25	<p>Members voted to elect office bearers.</p> <p>Nomination for Chair: LM</p> <ul style="list-style-type: none"> • Proposer: BDav • Seconder: DE <p>•Nomination for Vice-Chair: AA</p> <ul style="list-style-type: none"> • Proposer: IM • Seconder: VM <p>Nomination for Treasurer: PC</p> <ul style="list-style-type: none"> • Proposer: DE

	<ul style="list-style-type: none"> • Seconder: PJ <p>RI clarified that a Forum bank account would need to be set up with 3 members as signatories. FG suggested a council officer be one of the signatories and that PC take up the role of treasurer from 1 April. Allowing time to set up an account and arrange appropriate training.</p> <p>ACTION: RI to identify appropriate training for PC and organise setting up of bank account for 1 April.</p> <p>Nomination for Secretary: None</p> <ul style="list-style-type: none"> • Staff will continue to carry out this role in the absence of a volunteer.
<p>7. Meeting dates 2025</p>	<p>RI provided members present with a flyer providing future meeting dates for 2025. The dates are also on the website at www.moray.gov.uk/moraytenantsforum</p> <p>The meeting day has been changed to a Thursday to avoid clashes with Councillor committee meetings.</p>
<p>8. Any other business</p>	<p>LM drew member’s attention to section 5 of appendix 1 of the constitution – the conduct of business or standing orders. This states:</p> <p>“the Forum is not the platform for personal grievances with the council; these should be directed to the appropriate department outwith the meeting”.</p> <p>FG added that whilst RI might report something on a Forum member’s behalf or give advice on where to report it, she cannot solve all personal grievances.</p> <p>RI will add the approved constitution to the website at: www.moray.gov.uk/moraytenantsforum</p>
<p>9. Date of next Forum AGM</p>	<p>To be confirmed.</p>