

**Minutes**

**15<sup>th</sup> Annual General Meeting – Hybrid in-person/virtual  
Wednesday 27 September 2023, Newport City Homes, Nexus House**

**Present**

**Participating share members:**

Christopher England	Alan Cohen	John Payne
Peter Hamill	Peter Monaghan	David McAllister (virtual)
Terrence Roberts	Ann Roberts	Pat Blake
Brian Kilvington	Cheryl McDonnell	Helen Tarling
Paul Everitt	Keith Wood (in person)	Lindsay Hayes
Mehrdad Movahed	Terrance Cutts	John Sidney
Darren Newman	Brenda Secker	Margaret Roberts (in person)
Christopher Collins	Carolyn Barnett	Patricia Husselbee
Vivian Began	Michael Moore	Deborah Loosmore
Mark Harris	Gillian Healey	Kevin Ward
Mike Usher (in person)	Chris Sutton (in person)	Jenifer Baxter
Sarah Croft (in person)	Andrew Gregory (in person)	Dale Walker (in person)
Lynda Sagona (in person)	James Tarrant (in person)	Guy Stenson (in person)

**Guests:**

Michael Jones (virtual)	Bevan Buckland
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**NCH:**

Ceri Doyle	Chief Executive (CEO)
Joanna Fairley	Deputy Director of Governance & Company Secretary
Gareth Yeoman-Evans	Executive Director of Finance & Resources
Matthew Davies	Executive Director of Development
Sharon Wilkins	Deputy Director of Homes & Communities
Chris John	Strategy, performance & risk lead
Owain Roberts	Deputy Director of Property & Place
Sophie Taylor	Deputy Director of Finance & Procurement
Rachel Moss	Head of Communications

**1. CEO welcome and introductions**

- 1.1 The Chief Executive (CEO), Ceri Doyle, opened the meeting at 1702, welcoming share members and colleagues, attending both in person and virtually, to the 15<sup>th</sup> Newport City Homes (NCH) annual general meeting (AGM), and Lynda Sagona’s first AGM as board chair.
- 1.2 The CEO ran through the evening’s proceedings, in respect of GDPR and the deletion of the AGM recording when a full draft of the minutes had been completed.
- 1.3 The CEO went on to introduce the chair, Lynda Sagona and Joanna Fairley the NCH company secretary. The CEO welcomed board members and members of the executive team and Michael Jones from Bevan Buckland, the association’s external auditors.

- 1.4 The CEO explained the board’s decision in choosing the hybrid approach for the AGM, which provided for share members with a face to face and virtual opportunity to attend.
- 1.5 The CEO continued that share members were asked to state their preference in receiving AGM documentation digitally or by post in support of the association’s sustainability approach. The CEO went on to thank share members for their support in this area which saw an uplift by 48% for digital, making a saving of 5,890 pages of full colour printing, approximately a carbon saving of 29.45 kg against our footprint.
- 1.6 The CEO concluded by summarising the virtual “business only” AGM, adding that questions received in advance of the AGM would be published on the NCH website along with personal responses relating specifically to personal circumstances, asking share members to forward any further questions to [Ben.West@newportcityhomes.com](mailto:Ben.West@newportcityhomes.com) and handed over to the chair.
- 2. Board chair – welcome**
- 2.1 The chair welcomed and thanked share members joining the AGM both virtually and in person. The board chair went on to say how quickly her first year as chair had gone, appreciating and thanking everyone for such a supportive welcome.
- 2.2 The chair continued that board recognised that 2022/2023 was an exceptionally challenging year for many customers and colleagues, slowly emerging from the Pandemic and the cost of living crisis, which posed many challenges with utility costs being at an all-time high and food price inflation. The chair went on that it was vitally important to continue to focus on supporting those in greatest need and the association’s overriding priority to keep people safe in their homes and to support them to successfully sustain their tenancies.
- 2.3 The chair thanked on behalf of the board, the CEO Ceri Doyle, colleagues, and partners for their hard work and commitment to making a real difference to people’s lives. The chair went on to thank Keith Wood and the Customer Scrutiny Partnership for their time and commitment in making the association the best it can be in delivering for its customers, colleagues and communities. The board chair concluded by thanking board colleagues for their exceptional contribution to the work of Newport City Homes and for their support and patience whilst settling into the role of board chair.
- 2.4 The chair referred members to the 2022/2023 Annual Report & Financial Statements, which was updated following a mid-point review of the NCH Strategy 2025 and talking to customers, colleagues and partners, thereby ensuring the association’s ambition remained in place for customers and communities at the heart of everything we do, and also inspiring colleagues to do their best work. The chair concluded by stating that whilst the board and association continued to deliver on current strategic priorities, work had already commenced for the

planning of Strategy post 2025, the progress of which would be reported at a future date.

- 2.5 The chair went on to formally open the AGM, and confirmed the contents of the AGM pack, which was sent out in advance of the meeting, either electronically or by post, containing the minutes of the 14<sup>th</sup> AGM, the AGM notice, proxy voting form, financial statements, 2022 questions and answers, Scrutiny Partnership's Assurance report and the pen profiles of board members.

### **3. Item 1 – Apologies for absence**

- 3.1 The chair confirmed that apologies had been received from 27 share members for the following:

Christopher England	John Payne
Peter Hamill	Peter Monaghan
Terrence Roberts	Ann Roberts
Pat Blake	Brian Kilvington
Cheryl McDonnell	Helen Tarling
Paul Everitt	Denise Giddings
Lindsey Hayes	Terrance Cutts
Darren Newman	Christopher Collins
Carolyn Barnett	Patricia Husselbee
Vivian Beagan	Michael Moore
Mark Harris	Deborah Loosmore
Gillian Healey	Kevin Ward
Christine Kemp-Philp	Gwyn Kemp-Philp
Jenifer Baxter	

### **4. Item 2 – Minutes of the last meeting – 28 September 2022**

- 4.1 The chair confirmed the outcome of the proxy vote found 28 in favour, 2 abstentions and 2 voids for noting the 28 September 2022 minutes as a true and accurate record.

**Resolution: The minutes of the last AGM held on 28 September 2022 were accepted as a true and accurate record.**

### **5. Item 3 – Financial Statements**

- 5.1 The chair confirmed the outcome of the proxy vote found 28 in favour, 2 abstentions and 2 voids for noting the association's annual review of the Financial Statements for the year ending the 31 March 2023.

- 5.2 The chair added that Bevan Buckland, external auditors, had reported that the association's accounts were prepared in accordance with applicable accounting standards and are a true and fair view of the association and can be relied upon.

**Resolution: The association's financial statements for year ending 31 March 2023 was noted.**

- 6. Item 4 – Approve the re-appointment of Bevan Buckland – external auditors**
- 6.1 The chair confirmed the outcome of the proxy votes found 25 in favour, 5 abstentions and 2 voids for approving the re-appointment for a further year of Bevan Buckland as the association’s external auditors for the period until the next Annual General Meeting.

**Resolution: Bevan Buckland, the association’s external auditors were approved for appointment for the period until the next AGM.**

**7. Item 5 – Noting board membership**

- 7.1 The chair confirmed the outcome of the proxy votes found 24 in favour, 6 abstentions and 2 voids for noting the two re-appointments of Mike Usher and Kevin Ward, recommended and approved by board to stand for a further three-year term.
- 7.2 The chair confirmed the outcome of the proxy votes found 21 in favour, 5 abstentions and 6 voids for noting board membership for the coming year of:

Lynda Sagona  
Kevin Ward  
Mike Usher  
Dr Jenifer Baxter

Christian Cadwallader  
James Tarrant  
Andrew Gregory  
Sarah Ann Croft

Guy Stenson  
Christopher Sutton  
Dale Walker  
Marsine Kousarieh

**Resolution: Board membership for the following year was noted.**

8. The chair concluded the 2022/2023 business only AGM by thanking members who had submitted questions, the responses of which would be published on the website following the AGM, included in next year’s AGM pack and individual replies made to the questionees. The chair passed over to the CEO to formally close the meeting.
9. The CEO concluded the 15<sup>th</sup> AGM by thanking the chair, and members for attending, asking that share members provide feedback on the business only arrangements of the AGM to [Ben.West@newportcityhomes.com](mailto:Ben.West@newportcityhomes.com), and closed the AGM at 17:14.