

## Annual General Meeting

<b>Date:</b>	30 October at 11am
<b>Location</b>	Elgin Town Hall (Elgin Community Centre)/ online via Teams
<b>Chair</b>	Liz McKnockiter (LM), tenant
<b>Attending</b>	<ul style="list-style-type: none"> <li>• Alison Angus (AA), tenant</li> <li>• Jane Bartecki (JB), tenant</li> <li>• James Buchan (JBuc), tenant</li> <li>• Bev Davenport (BDav), tenant</li> <li>• Eileen Di Sotto (ED), tenant</li> <li>• David Elliott (DE), tenant</li> <li>• Peter Greenslade (PG), tenant</li> <li>• Lorraine Grigor (LG), tenant</li> <li>• Dagmar Gross (DGr), tenant</li> <li>• Alex Jappy (AJ), tenant</li> <li>• Pat Jappy (PJ), tenant</li> <li>• Howard Knowles (HK), tenant</li> <li>• Isobel McNeill (IM), tenant</li> <li>• Rachael McPhail, (RM), tenant</li> <li>• Gillian Pirie (GP), tenant</li> <li>• Eva Spence (ES), tenant</li> <li>• Dee Wallis (DW), tenant</li> </ul>
<b>In attendance</b>	<ul style="list-style-type: none"> <li>• Cllr Amber Dunbar, (AD) Chair of Housing and Community Safety Committee</li> <li>• Cllr Donald Gatt (DG), Cllr</li> <li>• Rebecca Irons (RI), Customer Engagement Officer (minutes)</li> <li>• Daska Murray (DM), Senior Housing Officer</li> </ul>
<b>Apologies</b>	<ul style="list-style-type: none"> <li>• Heather Anderson (HA), tenant</li> <li>• Cllr John Divers (JD), Cllr and tenant</li> <li>• Bert Duffus (BD), tenant</li> <li>• Violet Milne (VM), tenant</li> <li>• Elizabeth Williamson (EW), tenant</li> </ul>
<b>1. Welcome, Apologies</b>	LM welcomed everyone to the meeting and led round-table introductions.

<p><b>2. Approval of minutes of previous AGM</b></p>	<p>AGM 2024 minutes were approved at a general meeting of the Forum on 6 February 2025 when they were proposed by DE and seconded by LM.</p> <p><b>ACTION: RI will add the approved minutes to the website at:</b>  <a href="http://www.moray.gov.uk/moraytenantsforum">www.moray.gov.uk/moraytenantsforum</a></p>
<p><b>3. Matters arising</b></p>	<p>No matters arising.</p>
<p><b>4. Chairs report</b></p>	<p>LM thanked all members for their contributions and noted a successful and busy year for the Forum. Membership has grown, meetings are now hybrid and held on Thursdays to allow councillor attendance.</p> <p>Guest speakers/topics have included:</p> <ul style="list-style-type: none"> <li>• February - Knowledge Partnership consultants on the Tenant Satisfaction Survey</li> <li>• April – Edward Thomas, Head of Housing</li> <li>• June - Anti-social behaviour</li> <li>• September – design of the Annual Performance Report to tenants</li> </ul> <p>Key achievements include:</p> <ul style="list-style-type: none"> <li>• Transition to a tenant-led group and office bearer training in March.</li> <li>• Engagement through events like Hopeman Gala Day and Buckie Community Lunch.</li> <li>• Improved communication -tenant representatives have a regular meeting before Housing and Community Safety Committee meetings with Edward Thomas, Head of Housing and councillors.</li> <li>• Asset team attendance at Forum meetings</li> <li>• Estate walkabouts brought forward to August in response to Forum feedback</li> <li>• Tenant Editorial Panel have worked with the Council to produce a more tenant led and new look Tenants’ Voice newsletter. Feedback has been positive.</li> <li>• National representation <ul style="list-style-type: none"> <li>○ Tenants Together, Scottish Housing Regulator Liaison Panel</li> <li>○ Annual TPAS Conference, where LM received Tenant of the Year Award.</li> </ul> </li> </ul> <p>Looking ahead, priorities include rotating meetings across Moray, wider community engagement, and launching a scrutiny group.</p> <p>The Chair expressed thanks to housing staff, councillors, and Forum members for their support and commitment.</p>
<p><b>4. Finance report</b></p>	<ul style="list-style-type: none"> <li>• Spend since last AGM: <b>£3,375.75</b> (excluding costs associated with this meeting).</li> </ul>

	<ul style="list-style-type: none"> <li>• Venue hire costs vary (£80–£180); RI clarified discrepancy in Inkwell hire charges due to price increase of £10 during the year and an additional charge on one occasion for a longer hire period.</li> <li>• The Council makes grant funding available to the Forum each financial year of £3000. The grant is administered in-house on behalf of the Forum. It has been underspent in previous years but given the increase in Forum membership and increasing venue costs this is no longer the case. RI/DM reassured the Forum that they did not need to be concerned by the overspend. The grant funding can be reviewed and additional funding released from the overall tenant participation budget if required.</li> </ul>
<b>5. Constitution</b>	<p>Amendments approved:</p> <ul style="list-style-type: none"> <li>• Voting rights <ul style="list-style-type: none"> <li>○ One vote per tenant.</li> </ul> </li> <li>• Conduct of business or standing orders <ul style="list-style-type: none"> <li>○ Wording related to ‘Respectful communication and conduct’ section softened to: <ul style="list-style-type: none"> <li>▪ ‘Members must treat all participants, including Council employees, guests and other Forum members, with respect and courtesy. Concerns about conduct, performance, or integrity must be raised through appropriate channels, not in public forums.’</li> </ul> </li> </ul> </li> <li>• Office bearer eligibility <ul style="list-style-type: none"> <li>○ Attend 3 meetings in past 12 months (not consecutive). Nominations by email or in writing; self-nomination allowed, including at an AGM.</li> </ul> </li> </ul>
<b>6. Election of office bearers</b>	<p>Chair</p> <ul style="list-style-type: none"> <li>• LM re-elected. Proposed by JB, seconded by AJ.</li> </ul> <p>Vice Chair</p> <ul style="list-style-type: none"> <li>• AJ and BDav to share role. Proposed by HK, seconded by DE.</li> </ul> <p>Secretary &amp; Treasurer</p> <ul style="list-style-type: none"> <li>• The group gave unanimous support to the current arrangements continuing. Council officers will continue supporting in these roles.</li> </ul>
<b>7. Meeting dates 2026</b>	<p><b>2026 Meeting details</b></p> <ul style="list-style-type: none"> <li>• Thursday 5 February 2026, 11 am at The Inkwell, Francis Place, Elgin, IV30 1LQ.</li> <li>• Thursday 21 May 2026, 11am - 1pm, venue to be confirmed</li> <li>• Thursday 25 June 2026, 11am - 1pm, venue to be confirmed</li> <li>• Thursday 3 September 2026, 11am - 1pm, venue to be confirmed</li> <li>• Thursday 29 October 2026, 11am to 1pm, venue to be confirmed</li> </ul>

	<p>Plan to rotate venues across Moray to improve meeting accessibility. The group agreed to trial different meeting locations starting with Buckie Fishermen’s Hall in May and Forres Town Hall in June subject to their availability.</p> <p><b>ACTION: RI to book May and June meeting venues.</b></p> <p>Group agreed to review the success of this trial before booking further venue locations.</p> <p>Reasonable travel expenses can be reimbursed. HK highlighted public transport barriers and asked if transport could be provided if necessary for members.</p> <p><b>ACTION: RI will explore transport options.</b></p>
<p><b>15. Any other business</b></p>	<p>None.</p>

## Summary Table of Actions

<b>Action</b>	<b>Responsible</b>	<b>Deadline</b>
Add approved minutes to website	RI	Before next meeting
Book venues for May and June meetings	RI	Before next meeting
Explore meeting transport options	RI	Before next meeting