

## **DERBY HOMES LIMITED**

### **MINUTES OF THE ANNUAL GENERAL MEETING**

**Held on Thursday 24 September 2020  
via Skype**

The meeting started at 5.00 pm

#### **Derby City Council**

Councillor Chris Poulter on behalf of Derby City Council (as the sole member of the Company)  
Councillor Roy Webb, Cabinet Member for Adults, Health & Housing  
Rachel North, Strategic Director for Communities & Place  
Ian Fullagar, Head of Strategic Housing  
Kathie Anderson, IT Change Manager  
Paul Parkin, Senior Infrastructure Officer

#### **Board Members Present**

Mike Ainsley (Chair), Alan Graves, Jenn Layton Annable, Lucy Care, Bob MacDonald, Iain MacDonald, Sarah Russell, Jsan Shepherd

#### **Others in attendance**

Julio Abraham and Phil Morton, Derby City Mission

#### **Officers in attendance**

Maria Murphy, Managing Director of Derby Homes  
David Enticott, Finance Director & Company Secretary  
Shaun Bennett, Director of Property  
Clare Mehrbani, Director of Housing Services  
Lorraine Testro, Head of Housing Management  
Jackie Mitchell, Governance Services Manager  
Paul Cole, Customer Communications Manager

#### **20/01 Apologies**

There were no apologies for absence.

## **20/02 Presentation of Derby Homes Awards 2020**

The Lionel Massingham Partnership Award was awarded to the Derby City Mission. The award was presented by Maria Murphy and accepted by Julio Abraham, DCM Chief Executive and Phil Morton, Operational Manager.

### **Derby Homes Bright Stars 2020**

Rebecca Maron – November 2019

Craig Renals - December 2019

Chloe Parker & Sam Junor – December 2019

The Managing Director announced that during the first part of the Covid-19 pandemic, all staff shone brightly through, giving examples of teams and their work:

Customer Service Team providing a virtual service from home  
IT colleagues at the Council ensuring our services were uninterrupted  
Trades and Estates Response teams maintaining essential services  
Health & Safety Team ensuring our safety and keeping on top of guidance  
Housing Management Team & Parklands View supporting over 4K tenants  
Income Team – supporting people with financial worries  
Homelessness Team ensuring safe shelter and support  
Support staff across the organisation supporting delivery of front line services  
Over 100 Derby Homes staff volunteers helping across a wide range of services

The Board, Senior Management team and Council representatives sincerely gave their heartfelt thanks to all staff for going above and beyond for Derby, for keeping customers safe and potentially saving lives.

Staff have agreed this year the financial reward from the Bright Stars scheme will go to Derby Homes' charity of the year, the Oesophageal Patients Association.

The Charity, for 2020/21, was chosen in memory of Julie Eyre, a great friend and great colleague.

## **20/03 Minutes of Previous Meeting**

The minutes of the Annual General Meeting held on the 28 November 2019 were accepted as a true and accurate record.

## **20/04 Reappointment of Board Members**

The Board noted

1. the reappointment of Bob MacDonald, Tenant Board Member until the AGM 2023
2. the reappointment of Jsan Shepherd, Independent Board Member, until the AGM 2023.

## **20/06 Reappointment of External Auditors 2020/21**

The Board

1. agreed the reappointment of the current external auditors – BDO LLP for the year 2020/21.
2. authorised payment of fees as follows:
  - Annual audit - £21,416
  - Corporation Tax (HMRC filing and advice) - £1,270
  - IXBRL (Accounts filing with HMRC) - £1,015
3. Delegated finalisation of the fee to the Finance Director & Company Secretary for the reasons listed in paragraphs 3.2 and 3.4 of the report.

## **20/07 Annual Report of the Board of Directors, Auditor's Report to Members and Financial Statements for the year ended 31 March 2020**

The Chair of Derby Homes presented the Annual Report of the Board of Directors, Auditor's Report to Members and Financial Statements, for the year ended 31 March 2020.

## **20/08 Report of the Chair of the Audit Committee to Members**

The Board noted the report of the Chair of the Audit Committee on the activity of the Audit Committee during the past year.

## **20/09 Report of the Chair of the Operational Board**

The Board noted the report of the Operational Board Chair.

## **20/10 Derby City Council's response to the Annual Report of the Board of Directors, Auditor's Report to Members and Financial Statements for the year ended 31 March 2020**

On behalf of the Council, Councillor Chris Poulter received the Annual Report of the Board of Directors, Auditor's Report to Members and Financial Statements,

for the year ended 31 March 2020.

**20/11 Any other competent business**

There was no other business.

**20/12 Questions from members of the public**

No questions had been received from members of the public.

**Date of next Annual General Meeting**

**The next meeting will be held on Thursday 30 September 2021 at 5.00 pm**

The meeting ended at pm.

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On behalf of Derby City Council (sole member of the Company)

Signed as true and accurate record of the Annual General Meeting held on  
24 September 2020.