ITEM 3

community gateway

ANNUAL GENERAL MEETING
MINUTES – SATURDAY 13TH SEPTEMBER 2025

The meeting commenced at 11:45am

1. **WELCOME AND INTRODUCTION**

Phil Parramore, as Chair, welcomed everyone to CGA's twentieth Annual General Meeting. Phil then invited Rob Wakefield, Chief Executive, to commence the formal proceedings.

Rob confirmed that the meeting was quorate, with 54 CGA members meeting in the Board Room of Harbour House.

The resolutions received 48 proxy votes prior to the meeting.

2. **APOLOGIES FOR ABSENCE**

Rob advised that a formal note will be made of any apologies received.

3. **MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING HELD ON 14th SEPTEMBER 2024**

Rob asked those Members in attendance to show their acceptance of the minutes of the 2024 Annual General Meeting.

Members resolved to:

approve the minutes of the previous Annual General Meeting held on 14th September 2024.

4. **ANNUAL REPORT UPDATE**

Rob introduced CGA's Annual Report video which provided members with highlights of CGA's achievements during 2024/2025.

Rob handed over to Craig Garner, CGA's Executive Director of Resources and Company Secretary, who took Members through the formal items requiring their approval.

5. APPROVAL OF THE DIRECTORS' REPORT AND FINANCIAL STATEMENTS, FOR THE PERIOD ENDING 31ST MARCH 2025

Craig introduced the Directors' Report and Financial Statements for the year ending 31st March 2025. Craig provided Members with a breakdown of CGA's income and expenditure during 2024/2025. He confirmed that the Statements had been audited by CGA's external auditors, Beever and Struthers, and had received an unqualified audit opinion.

Craig also confirmed the Statements had been reviewed by CGA's Audit & Risk Committee and had then been approved by the Board before being presented at the AGM.

Members resolved to:

approve the Directors' Report and Financial Statements for the period ending 31st March 2025.

6. APPOINTMENT OF STATUTORY AUDITOR

Craig introduced this item and sought Member approval to appoint Beever and Struthers as CGA's statutory auditors for the forthcoming year.

Members resolved to:

approve the appointment of Beever and Struthers as auditors for the forthcoming year.

7. AMENDMENTS TO CGA'S RULES

Craig explained each individual proposed rule change relating to:

- Rule B15: allowing the Chair of the Tenant Membership Body to sit on the CGA Board.
- Rule D6.4: reducing the number of absences from CGA Board meetings from four to three.

- Rule D13.1: amending the quorum to enable CGA Board meeting to take place if any five Board members are present; and
- Rule E1: to allow greater flexibility should an emergency arise by allowing the CGA Board Chair to be an Independent or Tenant Board Member.

Members resolved to:

approve the amendments to paragraphs B15, D6.4, D13.1 and E1 of CGA's Rules.

8. **APPOINTMENT OF ASSOCIATION BOARD MEMBERS**

Craig asked Members to approve the appointment of Sue Sutton and Lisa Breeze as Independent Board Members; approve the appointment of Simone De La Harpe and Stuart Flynn as Tenant Board Members and the re-appointment of Pam Watson to the Board for a third term of office as a Tenant Board Member.

Members resolved to:

appoint Sue Sutton as an Independent Board Member.

appoint Lisa Breeze as an Independent Board Member.

appoint Simone De La Harpe as a Tenant Board Member.

appoint Stuart Flynn as a Tenant Board Member.

re-appoint Pam Watson as a Tenant Board Member.

9. **COMMUNITY EMPOWERMENT STRATEGY UPDATE**

Alex Butler, the Chair of Gateway Central Tenants Committee, introduced a video highlighting progress against the Community Empowerment Strategy during 2024/25.

Members resolved to:

approve the Community Empowerment Strategy update.

10. **DATE OF NEXT MEETING**

The Chair of the Board brought CGA's twentieth Annual General Meeting to a close, thanking those who had attended, and reminded attendees that the next AGM would provisionally take place on Saturday 12th September 2026.

The meeting was brought to a close at 12:30pm.