



Minutes of York RLA Annual General Meeting 2020

Held as a virtual meeting using Zoom on 15th December 2020 starting at 6.30pm

1. The Chairman's Welcome:

The Chairman welcomed the 38 attendees including the committee to the AGM.

2. Apologies for Absence:

Phil and Anne Stephenson

Colin and Deborah Hattee

3. Minutes of the last AGM :

A copy of the 2019 minutes was circulated by email to all members prior to the meeting and is available on the York RLA website. The chairman asked for any corrections or amendments and none were recorded. A proposer and seconder were requested to confirm these minutes be accepted as a true record. Nigel Deamer proposed that they be accepted as a true record, seconded by Mark Wilson.

4. Matters Arising:

None

5. The Chairman's Report:

The Chairman outlined the associations' achievements over the last year and objectives for the future. The points were detailed in an informative and comprehensive PowerPoint presentation and this has been made available on our website.

The Chairman recapped on activities in 2020.

- 5.1 Our previous Membership Administrator Debbie Gilbody left us in January 2020, and we recruited Christine Harrison.
- 5.2 Membership Numbers 2020
 - Individual Members 116 up 5 on 2019
 - Joint Members 107 (214 people) down 8 on 2019
 - RSPB A 14 down 1 on 2019
 - RSP B 9 up 2 on 2019
- 5.3 The capital investment in new website and looking forward to the Members Area and the RSP Directory becoming a trusted go to area for trades people and information. With plans in place to develop both areas more in 2021
- 5.4 Digital Marketing support to ensure our website has a good search ranking and that we are in a good place to take advantage of advertising on social media
- 5.5 We have a new Property in York Facebook page, to increase our activity with discussion, help and advice on Facebook and hopefully help to increase our membership
- 5.6 Not been able to run physical events, but our virtual events solution has been very popular and is cost effective solution. Even when face to face can return, virtual events does open up new options and we will probably going forward look at a hybrid

approach. We have had some good presentations this year and information on these is in the members area of the website

- 5.7 We are now also holding Committee Meetings using Zoom
- 5.8 We were unable to use the office during the first lockdown and had to put new systems in place such as a cloud-based telephone system, which as well as being flexible is more cost effective than the fixed landline. Whilst the office is a good facility, we were paying for five days and only using it two days, the contract also came up for renewal last month and we took the decision not to renew for the physical space but to have a virtual office with the same address. There is always the option of a desk on a pay as you go basis. As part of this all-key documents have now been added to our secure One-Drive and paper copies securely disposed of. This will save around £1500 per year going forward. A process will be put in place for the PAT Tester, which may include a small charge going forward.
- 5.9 Charity Support we raised £2166.04 for York Scrubs against an original target of £1500 for a very worthwhile and topical cause. We also got some publicity from Minster FM. A big thank you to all who donated.
- 5.10 NRLA relationship has changed with the merging of the RLA and NLA, we are no longer an affiliate as the NRLA does not support this relationship and it became clear that the NRLA wanted a relationship that would have been a risk to the long-term future of York RLA as an independent association. The current situation is that the NRLA Property Magazine is still included in our membership and a good relationship is beginning to develop. We are now a member of the NRLA National Independent Advisory Board, along with other local landlord associations the NRLA CEO and Senior Managers. This gives us a route into government and allows us to participate in escalating issues potentially to the Ministry of Housing, Communities and Local Government. A recent example is the Renters Reform Bill (removal of Section 21) and student accommodation. Other conversations have included MEES, Welsh elections, COVID19 and landlord taxation.
- 5.11 Only around a third of members collect their membership card and this is not just because of the pandemic, the cards cost approximately £300 per year. Going forward we will not be printing membership cards; we will agree discount codes with suppliers and make these available in the members area of the website. The exception to this is the Tradepoint Card.
- 5.12 In 2021 we plan to implement an electronic accounting system, Xero, this will enable us to have real time accounting. Currently it's not always clear when payments have come in and preparing the accounts for the AGM is a manual activity that puts a lot of pressure on Mark. In the future (January 2022) we will be able to bill and provide tax invoices to members for their membership fees. This can all be linked to our website and direct debit system to make this a seamless activity going forward. The cost is £28 for Xero and we will save on accountancy costs.
- 5.13 Around 85% members have signed up to direct debit over the last two years and this does save administration time chasing payments. We are looking to phase out the other payment methods, as getting to banks is becoming more difficult and the time saved can be used to improve presentations and partner with more organisations giving discounts.

5.14 The student market is likely to be slightly delayed this year, lettings are operating ok, but an online virtual offering is key. Viewing is still taking place with the right controls in place. Appetite for extending licencing to 3+ licencing seems to have gone quiet. MEES and the Green Homes Grant need to be watched and also the heat generation side and the grade C target for 2025 for new tenancies and 2028 for existing. There are further presentations on this in January and February 2021. We also need to satay up to date on the Renters Reform Bill.

5.13 The Committee wish to present one resolution. Nominations were asked for Chair and none were received, as a result of this the Committee wish to propose that the Membership Administrator role is replaced by a Membership Manager and the Membership Manager runs the association on behalf of the Committee and members. The role of Membership Manager should be given to Christine, the current Membership Administrator as the Committee believe she is suited to this role and has the necessary experience. The aim is to make York RLA less reliant on Andy and Mark and the other volunteers. There will be some additional costs if the resolution is accepted, but we are making savings in other areas.

5.14 Priorities for 2021 will be:

- to implement the new structure detailed in the resolution
- develop our digital presence and the York Property Group on Facebook
- continue improving our systems with Xero
- review the model for events – face to face, virtual or a hybrid approach
- ensure events are topical
- increase resources in the members area
- remember £20 off your membership if you recommend another member

5.15 Andy then took questions on his report around costs for 2021 and the virtual office, direct debit mandates, recommendations for marketing properties and our relationship with the NRLA.

6. Treasurer's Report and Approval of the 2020 Accounts

The 2020 Accounts have been circulated to all members and are available on the members area on our website. Treasurer went through the accounts explaining significant changes including: the cost of the website and the reduction in commission from Boswells, which will be investigated.

Johanne Spittle offered her thanks to Mark for completing the accounts in the tight timeframe this year.

7. Resolutions

Resolution from the Committee on the structure of York RLA and the Committee for 2021. Nominations were asked for Chair and none were received, therefore the Committee proposed a new structure of the association where they will have less involvement in the day to day running. Attending members voted in favour to accept the resolution.

8. Election of Officers:

Chairman	Andrew Simpson
Treasurer	Mark Wilson
Membership Sec.	Roger Dobson
General Comm.	Johanne Spittle, Nigel Deamer, Graham Dykes, Rob Wood, Frantz Iwu.

A proposal to re-elect the committee en-bloc was made as they were all prepared to stand again and there were no other people wishing to be considered. A vote was taken and was unanimously in favour.

9. Subscriptions:

The retiring committee proposed that subscriptions for 2021 were frozen at the 2020 level (for direct debit). The difference between direct debit payment and non-direct debit will be increased from £5 to £10:

- Membership Renewal (Individuals) £75, £65 on Direct Debit
- Membership Renewal (Joint) £95, £85 on Direct Debit
- Recognised Service Provider Type 'A' £120, £100 on Direct Debit
- Recognised Service Provider Type 'B' £270, £250 on Direct Debit
- New Members one-off 'Joining Fee' £20
- Refer another member discount £20

York RLA also reserves the right to apply the £20 Joining Fee if a member cancels a direct debit and signs up again the following year as there are costs to York RLA if this happens. We are also looking to stop PayPal after 2021 because of costs. Valid payment means will be direct debit and bank transfer.

A vote was taken, in favour of the above

10. Any Other Business:

Betty Lutyens-Humphries introduced herself as a returning member after some years of living in London and her properties being managed by an agent.

Glenn Paddison of our new RSP Cocuun also introduced himself and he will be presenting at our event in February 2020

11. Raffle draw

The winners of the raffle were:

- Barbara Deamer £50 Marks and Spencer Gift Voucher
- Sue Douthwaite £25 Marks and Spencer Gift Voucher
- Joanne Spittle £25 Marks and Spencer Gift Voucher

Meeting closed at 8.00pm