



UKALA AGM 2019
To be held on
Tuesday 17th December 2019
in
The Salusbury Room
2nd Floor, Skyline House
200 Union St, Southwark, London, SE1 0LX
(5 minutes' walk from Southwark Underground Station, or
10 minutes from Waterloo Station) Car-parking is difficult).

2.30pm Registration

2:45pm Annual General Meeting [full agenda appears below]

3.00pm Meeting closes

To ATTEND the AGM please email info@ukala.org.uk or call: **020 7820 7900**.

There is no charge for attendance.

If you have any questions or proposals, please write them clearly on a slip of paper, with your name on it, and pass to the attendant on arrival at the Registration Desk or submit in advance to christian.barrett@ukala.org.uk

VOTE PLEASE!

If you cannot attend, please vote by completing a Proxy Form or vote on line.

UK Association of Letting Agents Ltd

(Registered in England, Company Number 03401834)

Notice is hereby given of the Annual General Meeting to be held on

Tuesday 17th December 2019 at 2.30pm

at The Cutting Room, 2nd Floor, Skyline House, 200 Union St, London SE1 0LX

AGENDA

- Item 1** To consider and approve the Minutes of last year's AGM
- Item 2** To consider and adopt the Company's Annual Report and Accounts for the period ended 31 March 2019.
- Item 3** To re-appoint Lescott Courts Ltd as reporting accountants of the Company until the next Annual General meeting at a fee to be agreed with the Board of Directors.
- Item 4** Any other Business (please notify the under-signed with any issues you intend to raise by 3.30pm on 16th December 2019)

By order of the Board, dated 5th November 2019.

Registered Office: Skyline House -2nd Floor, 200 Union St, London SE1 0LX

UK Association of Lettings Agents
Annual Report 2019

Chairman's Message:

Last year I highlighted in my annual review that the future for our industry will soon look very different from how it has in the past. Those changes are very much now starting to show themselves and impact on our member agents.

The Tenant Fee Act has now been enacted banning letting fees paid by tenants in the private rented sector, Client Money Protection (CMP) is now a mandatory requirement or agent's face a fine of up to £30,000. More regulation will soon follow this with minimum agent qualification requirements to be established and an independent regulator expected to be appointed in 2020.

UKALA's overriding philosophy to be here, supporting our member agents through all that is thrown at them, has never been more relevant than it is today. UKALA membership enables agents to grow and develop professionally, profitably and be compliant. We are on your side!

Our membership continues to grow and reach new highs. As of writing we have now overtaken the 1000 milestone of members. The increase in membership numbers has certainly been bolstered by the new CMP requirements and the fact that UKALA's proposition of total loss CMP protection remains unique in the industry.

UKALA continues to invest behind the scenes in its infrastructure with exciting developments in progress with its website and its members' database which will automate and speed up many processes currently requiring significant administrative time. Along with this we have increased the UKALA staff numbers and talent as these are a vital part of our business and to the quality of service we provide. We will also continue to develop our relationship with great partners such as the NLA/RLA (now NRLA), Let Alliance, WebSmart (marketing and website) and Training for Professionals (information and advice) for the future benefit of our members.

2020 will bring more change, but we will seek to ensure that our members are well placed to respond positively to the opportunities it will provide. As we enter a new year, I would like to thank all our agents for their membership and look forward to working with you in the years ahead.

Timothy Clark - Chairman

**UK Association of Letting Agents Ltd
(Registered in England, number 3401834)**

**Minutes of the
Annual General meeting held at
The Salisbury Room, 2nd Floor, Skyline House, 200 Union Street, London SE1 0LX
On Tuesday 18th December 2018 at 2.30pm**

Directors present: Tim Clark, Martyn Hulme, Anthony Lock, and Richard Price.

There being more than 10 members personally present or represented by proxies, the meeting was confirmed as quorate.

The Notice calling the meeting, which was circulated to Members during November 2018, was taken as read.

The Chairman welcomed those attending and confirmed that he intended to bring the proxy votes into play, so that the views of as many members as possible could be considered.

AGENDA

- Item 1 The Minutes of the 2017 AGM were approved.
- Item 2 The Company's Annual Report and Accounts for the period ending 31 March 2018 were considered and adopted.
- Item 3 Lescott Courts Ltd were re-appointed as reporting accountants to the Company until the next Annual General Meeting, at a fee to be agreed with the Board of Directors.
- Item 4 Any Other Business: there had been none notified, nor was any raised.
- Item 5 Address by the Chairman
Tim Clark, Chairman, reviewed the Company's performance over the past year and aspirations for the future. He noted that the Board had concluded that UKALA had reached the stage in its development when it was better able to take responsibility for the provision of services to members, and consequently had re-negotiated the business services arrangement with the National Landlords Association. He paid tribute to Christian Barrett (UKALA Compliance Officer) for his work in bringing the administration of UKALA to this position, and thanked the entire NLA team for their support and assistance over the past year and throughout the whole of the business services arrangement. On behalf of UKALA, the Chairman made presentations to Pauline Wilson (NLA Senior Manager - Frontline Services), Meurig Lloyd (NLA Member Services Manager) and Richard Lambert (NLA Chief Executive Officer and UKALA Company Secretary) in thanks for their work and contribution.

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Timothy J Clark
Chairman

.....

Richard Lambert
Company Secretary

Meeting closed at 14.47

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**UK ASSOCIATION OF LETTING AGENTS LIMITED - COMPANY INFORMATION
FOR THE YEAR ENDED 31 MARCH 2019**

DIRECTORS: T J Clark R J Price
 A C Lock M A Hulme

REGISTERED OFFICE: Skyline House -2nd Floor, 200 Union St, London SE1 0LX
REGISTERED NUMBER: 03401834 (England and Wales)
ACCOUNTANT: Lescott Courts Limited Chartered Certified Accountants
 49 High Street, Burnham on Crouch, Essex CM0 8AG,
BANKERS: Co-op Bank PLC, Southway, Skelmersdale WN8 6WT

REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2019

The directors present their report with the financial statements of the company for the year ended 31 March 2019.

PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of the provision of services to UK letting agents who are members of the association.

DIRECTORS

The directors shown below have held office during the whole of the period from 1 April 2018 to the date of this report.

T J Clark R J Price M A Hulme A C Lock

ON BEHALF OF THE BOARD:

T J Clark - Director
25 August 2019

UK ASSOCIATION OF LETTING AGENTS LIMITED (by guarantee)

INCOME STATEMENT

FOR THE YEAR ENDED 31 MARCH 2019

	Notes	2019 £	2018 £
TURNOVER		410,933	426,891
Other income		8,044	12,683
Cost of raw materials and consumables		(198,404)	(279,670)
Staff costs		(117,100)	(98,867)
Depreciation and other amounts written Off		(278)	(139)
Other charges		(99,003)	(55,980)
Taxation		-	-
SURPLUS		<u>4,192</u>	<u>4,918</u>
		=====	=====

UK ASSOCIATION OF LETTING AGENTS LIMITED (by guarantee)

BALANCE SHEET 31 MARCH 2019

	2019 £	2018 £
CURRENT ASSETS	241,117	207,076
CREDITORS		
Amounts falling due within one year	(197,451)	(163,944)
NET CURRENT ASSETS	<u>43,666</u>	<u>43,132</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	44,360	44,103
CREDITORS		
Amounts falling due after more than one Year	267,393	271,328
NET LIABILITIES	<u>(223,033)</u>	<u>(227,225)</u>
	=====	=====

NOTE TO THE FINANCIAL STATEMENTS

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019. The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the micro-entity provisions.

The financial statements were approved by the Board of Directors on 5 November 2019 and were signed on its behalf by:

T J Clark – Director

Additional note

The Full Accounts together with Accountants' Notes can be accessed from the Members' area of our website www.ukala.org.uk or upon request by sending a large (C4) SAE -£1.30 stamp affixed – to UKALA, Skyline House -2nd Floor, 200 Union St, LONDON SE1 0LX .

Proxy Form

[This form of Proxy may be (copied and) used by any Member of UK Association of Letting Agents Ltd.

It should be returned to the

ADMIN Office (below) **by 2.30 pm on 17th December 2019**]

Alternatively, you may complete an electronic version by visiting www.ukala.org.uk or clicking the link contained in a personalised email which we will send to you by late October.

UKALA

Skyline House -2nd Floor, 200 Union St, London SE1 0LX

I/we.....(full name)

of

..... (address)

being a member of the above named company, HEREBY APPOINT *the Chairman of the meeting /

* (insert name of proxy (who must be a member of the Company) if you do NOT wish to

so appoint the chairman of the meeting) of.....

as my proxy to vote in my name and on my behalf at the Annual General Meeting to be held on 17th December 2019

and at any adjournment thereof. This form is to be used in respect of the resolutions mentioned below as follows:

Unless otherwise instructed, the proxy may vote as he or she thinks fit or abstain from voting

Resolution [1] to adopt the company's 2018 AGM Minutes *For/*Against

Resolution [2] to adopt the Company's Annual Report and Accounts for the period ended 31 March 2019. *For/*Against

Resolution [3] to re-appoint Lescott Courts Ltd as reporting accountants of the Company until the next Annual General meeting at a fee to be agreed with the Board of Directors. *For/*Against

Signed:

Member Number:.....

Dated:2019

* Delete as required

Please scan & email as an attachment to info@ukala.org.uk or return in a stamped envelope and post to

UKALA

Skyline House -2nd Floor,

200 Union St,

LONDON

SE1 0LX