

**WESTMINSTER COMMUNITY HOMES LTD
BOARD MEETING (MANAGEMENT ACCOUNTS AND
LESSONS LEARNT) MINUTES**

1500 on Tuesday 13th November 2024

Location: Via Teams.

Present -

Mark Davies (MD) (Chair)
 Victoria Elvidge (VE) (Board Member)
 Andy Whitley (AW) (Board Member)
 Gary Preston (GP) (Board Member)
 Cllr Iman Less (CIL) (Board Member)
 Thomas Harding (TH) (Board Member)
 (All Board Members are nominated by Westminster City Council)

Neil Tryner (NT) (Westminster Community Homes)
 Elizabeth Roberts-Mills (ERM) (Westminster City Council)

Apologies- None received

No.	ITEM	ACTION
1.	Introductions/Apologies/Declarations of Interest	
	<p>The Chair welcomed Board members.</p> <p>No declarations of interest were received.</p> <p>The Chair thanked ERM for her work on the items to be discussed today.</p>	
2.	Lessons Learnt	
	<p>ERM introduced the paper and recapped on the request from the Board at the September meeting, that a full review exercise is undertaken to highlight failings and to enable all concerned to learn from the experience and ensure for future years WCH Board are able to approve accounts and have appropriate oversight of financial data.</p> <p>Board members raised questions after each section which are summarised as:</p> <p>Procedure and systems</p> <ul style="list-style-type: none"> The separation of costs to specific cost codes and the cessation of utilising Miscellaneous codes was accepted as a positive step. However, VE requested if the code could be removed from the system to ensure no further use occurring. ERM explained that this was not possible as the deletion of the code would delete all historical data and that the use of the code moving forward will be monitored. MD raised the lesson learnt for the Board, that the lesson for them in this experience was to be more demanding of WCC and not accept initial answers; he gave the example that management accounts are not produced at the beginning of the year and felt we should have pushed back. GP raised the point about % of capitalisation and if the current split is likely to move as the year moves forwards. ERM confirmed that the monthly exercise to assess works eligible for capitalisation will take place monthly rather than annually and we will be able to track actual expenditure closely. 	

	<ul style="list-style-type: none"> Due to time limitations P6 accounts were not presented to the board but will be shared with the Board. <p>ACTION 5: ERM to act on the three changes listed.</p> <p>ACTION 6: Board members requested the option of meeting with ERM on a 1-2-1 to go through the P5 position. ERM confirmed she will be available.</p> <p>ACTION 7: P6 Management accounts to be shared with the Board.</p>	<p>ERM</p> <p>All</p> <p>ERM</p>
4.	Housing Ombudsman Annual Review	
	The chair thanked Paul for the report and the report was approved with no amendments.	
	DATE OF NEXT MEETING	
	1000 on 3 rd December 2024 (Quarterly Board), in room 18.04, 18 th Floor, Westminster City Hall	

Minutes signed off:



WCH Chair

Date: