

WESTMINSTER COMMUNITY HOMES LTD**BOARD MEETING MINUTES****Tuesday 29th April 2025 via Teams****Present:**

Mark Davies (MD) (Board Member Chair)
Victoria Elvidge (VE) (Board Member Vice Chair)
Andy Whitley (AW) (Board Member)
Gary Preston (GP) (Board Member)
(All Board Members are nominated by Westminster City Council)

In Attendance:

Neil Tryner (NT) (Westminster Community Homes)
Paul Tewkesbury (PT) (Westminster Community Homes)
Jasbir Sohal (JS) (Westminster Community Homes)
Elizabeth Roberts-Mills (ERM) (Westminster City Council)
Kim Wright (KW) (Westminster Community Homes)

Apologies-

Boe Williams (Board Member)

No.	ITEM	ACTION
1.	Introductions, Apologies and Declarations of Interest	
	The Chair welcomed everyone to the meeting. Apologies were received from Boe Williams. No declarations of interest were received.	

2	Minutes & Action List from Meeting held on 18th February 2025
	The Chair asked if everyone agreed the minutes of the last meeting. GP did not agree that the Board had approved the 2025/26 budget as there was insufficient understanding and opportunity for discussion on whether key assumptions were appropriate at that point. The majority of Board members around the table agreed that the budgets were approved subject to ERM following up with the requested information and clarification. NT confirmed it would not have been presented at the Shareholders Committee on 24th March 2025 without that agreement. NT confirmed Shareholders Committee did receive and accepted the budget. ERM had provided all the additional information to GP as promised at the last Board Meeting. GP asked how we could approve without a further discussion. MD confirmed after taking into account other board members feedback that the budgets had been approved. Gary asked for it to be minuted that he did not agree with this.
3	Management Accounts
	ERM presented the Draft P12 Financial Summary. - ERM confirmed there is a year-end £343k overspend, which is an improvement on the previous figures reported. - This movement follows a thorough review of all balance sheet accounts and ERM confirmed it was mainly due to a £179k decrease in housing costs, a £132k increase in income due to incorrect reports produced by WCC; and the profit of £151k due to the sale of a property. The Chair opened up the meeting for questions. - AW sought assurance that most of what was presented will not substantially impact the assumptions we have made in the budget which has gone through, and we are confident the budget aligns with those assumptions and has no further historic costs. - ERM confirmed the balance sheet is now totally clean and we know what each and every penny relates to. There will be a hard close and reconciliations carried out every month. - GP questioned our confidence in WCC. ERM confirmed we are confident following the review, unless WCC make an error in their accounting.

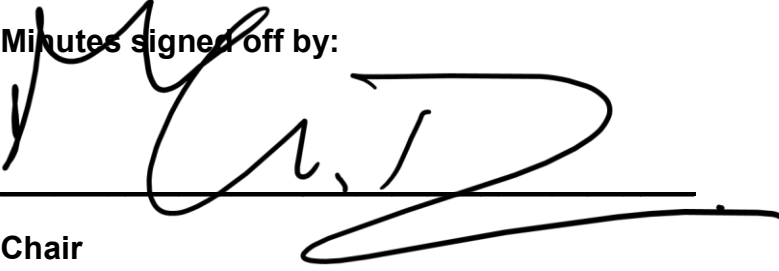
- GP asked about the prior year figures. ERM confirmed she will not have detailed figures for the May meeting, but these would be available for discussion at the meeting in August,
- VE thanked ERM for her time prior to this meeting to deal with questions. ERM offered that opportunity to everyone going forward prior to future meetings so she is prepared for any questions which may arise and or clear up any issues.

BOARD NOTED REVISED POSITION IN THE FINANCIAL SUMMARY

ERM presented her paper on Recycled Grants.

- There is a balance of £11.741m which was put into a recycled grants holding account.
- Devonshires and Jones Avens were asked to undertake a review in relation to recycled grants. The outcome of the review was that the funds should be reallocated to current schemes, credited to the P&L account or paid back to WCC.
- WCC had agreed that £2.372m be used to offset development costs held on the balance sheet and the balance allocated across properties and that going forward any sales of properties which have grant funding attached, the grant must be refunded back to the council at the point of sale.
- GP asked if the £11.741m related to properties that have been sold. ERM confirmed that was the case or that WCH had received grants from council for developments that did not go ahead but did not refund the funds.
- GP asked if current grant applications is separate from 11m. ERM confirmed it was.
- ERM confirmed she is trying to correct errors of the past and make sure they are not repeated.
- GP said process needs to be properly documented and signed off and asked how list at Appendix 1 was drawn up. ERM responded funds were allocated where there was headroom to do it, i.e. up to £250k.
- AW commented the proposal is fair, pragmatic and a good way forward.
- NT reported that the previous Board had asked the previous CEX, Steve Moore, to do some work after he left the post around the treatment of the £11m grant. His recommendation was WCC should write it off. WCC have declined this approach, and SM has written to the Auditors repeatedly to instruct them to retain the liability on the accounts rather than impact in year accounts as a liability.
- The way ERM has undertaken the exercise with WCC is pragmatic and fair and involved the Director of Finance. WCC will not going to write it off. If we do sell anything we will reimburse WCC.
- MD asked if ERM is comfortable to recognise £2.372m be written off. ERM confirmed she was normal accounting practice. GP agreed.

	BOARD AGREED TO SIGN OFF THE USE OF RECYCLED GRANTS TO COVER THE HISTORIC DEVELOPMENT COSTS FOR SCHEMES BOARD AGREED TO SIGN OFF THE REALLOCATION OF RECYCLED GRANTS TO CURRENT PROPERTIES RATHER THAN REFUND WCC. GP asked if we have an agreement in writing from WCC regarding recycled grants. ERM confirmed we have email confirmation. MD suggested we need to get a signed agreement and that NT should seek advice from Devonshires. ACTION 1: NT to seek advice from Devonshires regarding a signed agreement with WCC	
4	Chief Executive Report	
	NT presented his Chief Executive Report. <i>Key Activity:</i> - MD, NT & ERM attended the Shareholder Committee where the Annual Budget and Business Plan were presented. <i>Current Performance Focus:</i> - We have repaid £1.2m of loan; £4m now outstanding. - SLA with WCC is still ongoing, still painful, and around repair costs. There is progress and a meeting has been promised with WCC this week. - VE asked what strategy we had for pinning them down as this issue is going on. NT confirmed they have missed multiple deadlines. VE suggested putting in place a timetable of meetings so at least they have to sit across the table from us and give reasons why the issue is ongoing. NT requested Board's approval for him to instruct a formal meeting with Claire Barrett. Board agreed to this request. - It was agreed if progress has not been made by August we should report to Shareholders committee. <i>Emerging areas:</i> - ERM will instruct firms who deal with vat to undertake a review. - GP to give ERM contact for VAT advisor. ACTION 2: NT to request formal meeting with Claire Barrett to discuss SLA.	

	ACTION 3: GP to provide ERM with contact for a VAT Advisor.	
	<u>Next Meeting:</u> Date: Tuesday 27 th May 2025 Time: 10 am- 1pm Location: Room 18.01, 18 th Floor, Westminster City Hall	
Minutes signed off by: 		
Chair		