

WESTMINSTER COMMUNITY HOMES LTD BOARD MINUTES
Thursday 17th September 2020 1pm – 3pm
Westminster City Hall, 64 Victoria St. London, SW1E 6QP
Teams Meeting

Present -

James Green (JG) (Westminster City Council Nominated Board Member)
 Olivia Harris (OH) (Westminster City Council Nominated Board Member)
 Cllr Jim Glen (CG) (Westminster City Council Nominated Board Member)
 Dermot Moloney (DM) (Westminster City Council Nominated Board Member)
 Thomas Harding (TH) (Westminster City Council Nominated Board Member)

In Attendance-

Steve Moore (SM) (Westminster Community Homes)
 Hannah Callender (HC) (Westminster Community Homes)
 Sophie Sheekey (SS) (Westminster Community Homes)
 Gary Allen (GA) (CityWest Homes) (Item 3 only)
 Lindsay Gamble (LG)

Minutes- Sophie Sheekey

| No. | Item | Action |
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| 1. | Introductions, Apologies and Declarations of Interest | |
| | <p><u>Declarations</u></p> <p>James Green (JG) is WCC Senior Development Manager and WOC Board Member.</p> <p>Olivia Harris (OH) is Director of Dolphin Living Ltd, DSF Developments Ltd, Westminster Property Association, Hoxton Regeneration Ltd.</p> <p>Cllr Jim Glen (CG) is Deputy Cabinet member for Housing Services; Councilor for Tachbrook Ward</p> <p>Tom Harding (TH) is WCC Head of Westminster Employment Service</p> <p>Dermot Moloney (DM) is Programme Director for Infills at Westminster Council</p> | |

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| 2. | Minutes and Action List of e-Board Meeting June 2020 | |
| | To be confirmed. HC to resend Board e-minutes from June and Board to confirm decisions are approved. | HC |
| 3. | Key Performance Indicators | |
| | <p>HC presents KPIs</p> <p>Appendix A.</p> <p>Customer Service KPI target on track. Tenant survey this year delayed due to Covid-19 so no comparable percentage. Results are expected in November and will be made an item for the November Board Meeting.</p> <p>It has been mentioned that to coincide with WCC tenant survey, this could be moved to be in-line with their results which are available in April.</p> <p>TH: Has suggested that we add a question to the survey regarding tenant wellbeing and offer the option to use one of the WCC services to help tenants.</p> <p>Voids average is also being affected due to Covid-19. The end of year position is looking to be on target.</p> <p>OH has suggested that WCH exclude the three months of lockdown figures, to enable the Board s to see more representative performance figures.</p> <p>Tenancy checks are still on hold due to Covid-19.</p> <p>Arrears: Intermediate rent Horizon scheme 0% 3-year int. rent 10.78% partly due to Covid. True assured arrears are at 13.6%;</p> <p>It would be beneficial to quantify the number of days and costs of impact of Covid. GA to pull together a report of rent received compared with expected, splitting out rent and arrears payments.</p> <p>OH: in relation with report 4:2:3 it is worth noting that notice period is now 6 months for rent arrears, and we should in turn begin to serve notice upon the first day that arrears arise. HC to monitor.</p> | <p>SS</p> <p>SS</p> <p>HC</p> <p>GA</p> <p>HC</p> |

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| | <p>Developments are on track for the year. Tollgate Gardens has completed and 12 WCH properties used to decant tenants for several years are expected to become void as the tenants return to the WCC development.</p> <p>To further our developmental purchases, we need to gain further funding. SM is already in talks with WCC.</p> <p>So far this year, the focus has been on Regeneration acquisitions, which has taken a majority lead in the role of the negotiating team.</p> <p>HC exits meeting</p> | SM |
| 4. | P5 Financial Report | |
| | <p>Within profit and loss, we are showing a £5k surplus which is a £114k deficit compared to the budget due to lower income than expected within the acquisition fees from Regeneration and rent.</p> <p>Higher than expected expenditure for provision of bad debt. Driven by increase in rent arrears.</p> <p>No property sales so far this year.</p> <p>£6.2m cash balance, well above the £1m required.</p> | |
| 5. | Draft Account Sign-Off | |
| | <p>Accounts have been delayed due to auditor quarantining. We expect to be able to send out accounts by Wednesday 23rd September, along with Auditors letter and the usual confirmation of proper financial conduct from CEX.</p> | |
| 6. | Chief Executive Update | |
| | <p>1. Regeneration update On Ebury there are 54 lessees from 140 original. 86 properties have been acquired and a further 14 are under offer.</p> | |

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| | <p>We are seeing a sudden increase in number of lessees wanting to sell to us. Ebury progress is going well. On Church street which started later we are now making steady progress.</p> <p>SM to send JG the forecast for regeneration figures and budget he provide to David Thompson last week</p> <p>2. Covid-19 impacts Layi Opaleke is out of office for health reasons. Looking for replacement team member to assist with the housing management team.</p> <p>3. New development programme Ongoing discussion with WCC who are no longer able to support WCH with Affordable Housing Fund. The original programme for development is going to truncated from 183 original requested to the current figure of 42 units, including MOT Yard and Victoria Wharf 2.</p> <p>OH suggests that it could be beneficial to communicate with Link to find out whether unsecured assets can be taken into consideration to better the interest rate. LG to forward the suggestion to Link.</p> <p>SM to draw up a report of the cash flow to show how repayments will be made, using existing portfolio for a 5 year projection.</p> <p>4. Staff work arrangements Ian Sellens has been hired for Church Street negotiation. Looking to hire another member of staff as a support for Ebury regeneration negotiation.</p> <p>5. Working relationship with Westminster Builds It is suggested that the overall consensus is Bravington Road could be a worthwhile purchase, with three flats being used for shared ownership, offering an onward move for our Horizon intermediate rent tenants. SM to produce a report to Board which sets out the financial viability.</p> <p>The Board are asked to decide whether WCH should seek to use Quinn London as contractors on the MOT yard site. This was agreed subject to meeting value for money and procurement requirements</p> <p>6. VAT Registration We are above VAT registration requirement. WCC will add a VAT element to services they provide.</p> | <p>LG</p> <p>SM</p> <p>SM</p> <p>SM</p> |
| 7. | Forward Meeting Plan | |
| | Catch-up with items once reports have been sent digitally to Board. | |

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| | Fire risk assessment to be included in first meeting of the New Year, as assessments will not be made until Dec/Jan. | |
| 8. | AOB | |
| | SS to schedule next year's Board Meetings | SS |
| | Date of next Board Meeting: (Microsoft Teams) | |
| | Thursday 26 th November 1pm | |