

WESTMINSTER COMMUNITY HOMES LTD BOARD MINUTES

Tuesday 29th March 2022

At Dolphin Living Offices 1 Castle Lane SW1

Present -

James Green (JG) (Chair)

Dermot Moloney (DM)

Thomas Harding (TH)

Olivia Harris (OH)

(All Board Members are nominated by Westminster City Council)

In Attendance-

Steve Moore (SM) (Westminster Community Homes)

Sophie Sheekey (SS) (Westminster Community Homes)

Minutes- Sophie Sheekey

No.	Item	Action
1.	Introductions, Apologies and Declarations of Interest	
	<p><u>Declarations</u></p> <p>James Green (JG) is WCC Senior Development Manager and Westminster Builds Board Member.</p> <p>Tom Harding (TH) is WCC Head of Westminster Employment Service.</p> <p>Dermot Moloney (DM) is Programme Director for Infills at the City Council.</p> <p>Olivia Harris (OH) Director of Dolphin Living Ltd, DSF Developments Ltd, Westminster Property Association, Hoxton Regeneration Ltd.</p> <p>Apologies: Cllr Susie Burbridge</p> <p>Sian Cogley (SC)</p> <p>Hannah Callender (HC)</p>	
2.	Minutes and Action List of Board Teams meeting January 2022	
	<p>JG to sign last Board Meeting Minutes.</p> <p>Board appraisals and skills audits to be completed by the time of the annual Audit.</p>	<p>JG</p> <p>JG/SM</p>

	<p>Additional commentary will be added to the Board Finance updates in the new Financial Year to assist Board Members to understand the financial position of WCH</p> <p>New policies to be added to KPI report and presented to Board in an e report at the end of April which will include additional KPI's concerning Governance. Martín to produce forward plan with a separate Governance section</p> <p>Minutes approved and signed by the Chair.</p>	<p>SC</p> <p>SM/HC</p>
3.	P11 Financial Report & Updated Cashflow	
	<p><i>SM presents in SC absence.</i></p> <p>P11 favourable to budget due to lower repair costs and a one-off sale back to Westminster Council for regeneration. SM highlighted the impact on non-cash items affecting annual surpluses.</p> <p>OH will discuss with SC some accountancy matters and in particular raised a query concerning para 1.1 whether the timing differences mentioned were about income or payments</p> <p>SC to review the expenditure on council tax costs</p> <p>OH suggested that WCH look into the portfolio and evaluate which properties could be sold on to increase profit percentages. Agreed that a strategy for property rationalisation is produced ahead of SM departure.</p> <p>SC to produce a 30-year Financial Plan for the July Board</p> <p>Board noted the P11 report.</p> <p>On the Cashflow</p> <p>In Q3 22-23 cash balance reduces at this point. Discussions with WCC have agreed to release 80% of the AHF at start on site for the MOT Yard which will assist the cash flow and help this pinch point</p>	<p>OH/SC</p> <p>SC</p> <p>SM</p> <p>SC</p>

	<p>Due to the delay of the MOT yard the Loan structure needs updating on the cash flow.</p> <p>SC to update and in future anticipate in the Cash flow what is happening in the meetings.</p> <p>A good start has been made with the stock refresh appointments and overall the results are generally good. In some instances, the tenants appear to be using their own funds to redecorate their properties. As part of the stock refresh project, we will look at the option of providing some funds for tenants to use towards decorations.</p> <p>OH has offered to provide a Damp and Mould information sheet which is useful for WCH and the tenants to use. OH will share and SS to distribute and add to the website. SS to send out newsletter for tenants.</p>	<p>SC</p> <p>SC</p> <p>HC</p> <p>OH/SS</p> <p>SS</p>
4.	Annual Budget 2022/23	
	<p><i>SM presents</i></p> <p>Net operating position is positive. Depreciation of £4.1m.</p> <p>OH suggests that we capitalise interest on loan during the construction of the MOT Yard development.</p> <p>Repairs costs have been calculated using a 10-month period (exc Feb/Mar) as the base. SC to look at these months to ensure they do not impact on this approach.</p> <p>Service charge - £72k credit being used against this year's bills. OH believes this should be deducted from this year's budget and recognised on last years. SC to check with Auditors.</p>	<p>SM</p> <p>SC</p> <p>SC</p>
5.	CEX Update	
	<p>Regeneration Areas update Regen: Ebury 13 objections received concerning the CPO which will result in a 7 day Public Inquiry. Dates have been given by Government in August. SM & Anton Robinson (AR) to present.</p>	<p>SM</p>

	<p>OH suggests that due to the length of time it is currently taking for courts to grant possession orders, WCH should look at serving notice the moment that a tenant overstays their Tenancy Agreement.</p> <p>AR to produce a schedule of AST's on Ebury Estate and monitor these for possession as soon as possible</p> <p>Victoria Wharf (Phase 2) update – Noted</p> <p>MOT yard (581-587 Harrow Road) update</p> <p>MOT Yard Noted planning permission was granted 8th March. A draft Section 106 has been issued. Dev's have been instructed to advise on this. JG comments that highways works 16 weeks turnaround should be pushed back.</p> <p>Need to ensure the Highways works are fully documented to avoid additional items being added</p> <p>Procurement process has begun. WCH will be using the West Works Framework to tender these works. Aiming for start on site no later than October 2022.</p> <p>2A Bravington Road update – Noted</p> <p>Lease extensions – Noted</p>	<p>SM</p>
<p>6.</p>	<p>KPI Report</p>	
	<p><i>SM Reports</i></p> <p>DM comments that UC is increasingly causing issues with rental income. The issue being that tenants are paid directly their UC. HM are trying to keep on top of it by calling tenants as and when they are paid their UC</p> <p>It is suggested that WCH look into sector averages for rent arrears. SM/HC to look into this information.</p> <p>OH suggests that WCH look at carrying out Tenancy checks more than once every three years. This year we have been combining the tenancy checks with the inspections carried out with Greg. HC/SS to discuss with HM team the plan to increase this to every 18 months</p>	<p>SM/HC</p> <p>HC/SS</p>

	New KPIs will be put in place following approval by the Board in a e report at the end of April. This report will also look to agree the Social Value projects for 2022/23 and Governance items for inclusion in the KPI's.	HC
7.	FRA's	
	OH suggests that we shouldn't rely on WCC to carry out these checks and that WCH should checks that WCC have these inspections in place on all blocks which include WCH units. WCH to look at emergency access at 203 Gloucester Terrace and provide suitable means for emergency evacuation of the disabled tenants	HC HC
8.	Governance Update	
	Update of schedule follow up from last meeting with Martin. SM reported that by the time we get to the next Board meeting, the vast majority will be ready for sign-off. Further update on progress will be provided within the Board update report at the end of April.	HC/SM
9.	Forward Meeting Plan	
	Noted	
	Next Board Meeting due to take place on Monday 15th August 12.30pm	

Minutes signed off:



WCH Chair
Date: 15/08/22