

WESTMINSTER COMMUNITY HOMES LTD BOARD MINUTES

**Thursday 26th November 2020 1pm 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)
Andrew Cowan (AC) (Devonshire's Solicitors) (Item 4 Only)

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 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 (JG) is Deputy Cabinet member for Housing Services; Councillor 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>	
2.	Minutes and Action List of September Board Meeting	

	Agreed	
3.	P7 Financial Report	
	<p>GA P7 deficit £17k adverse budget £185k from income of rent and void properties. 3purchases made this year.</p> <p>Higher areas of expenditure provision of rent arrears. Profit and loss ok no large variances. Balance sheet cash £6.8m including £583k of monies received from the City Council for regeneration acquisitions.</p> <p>GA To look at include a sub total of pre paid monies to provide clarity on the true level of available cash held.</p> <p>Income recovery has been affected by Covid due to tenants experiencing redundancy. Court cases have been delayed during this time resulting in a small number of tenants using this opportunity to disengage with Housing management team and given themselves a rent holiday.</p> <p>OH highlighted the previously mentioned dependency on sending notices to tenants as soon as arrears become apparent, due to the length of time it now takes to achieve a court date.</p> <p>JG leaves the meeting</p>	<p>GA</p> <p>HC</p> <p>HC</p>
4.	WB Working	
	<p><i>AC Enters</i></p> <p>AC took the Board through his report setting out the current three intentions and highlighting the impact on WCH from these proposals and how they might best be implemented in order for meet WCH and Governance requirements.</p> <p>AC highlighted concerns that as WCH are a charity and registered provider we need to be able to give the assurance to regulator that WCH separation from WCC enables us to make our own decisions separately from WCC. It is suggested that WCH consider whether to include another independent Board member to help in key decisions. The Board to consider.</p>	

	<p>AC recommends ways to continue with the working relationship:</p> <ul style="list-style-type: none"> - No adversarial arrangements - Do not have separate Board Meetings and observe a common Board. - Proper independent representation for safeguarding interest <p>AC: Minutes to show that Board considered compliance with charity law and what assurance it had to make that decision</p> <p>OH to share details on second Board meetings for subsidiaries</p> <p>SM to report back to the City Council on the outcome of today's meeting with original audience of WCC group meeting</p> <p>OH requested that it would benefit the Board to produce an explanation of WCC's request and the benefits that WCH would incur. SM to produce report following the further discussions with WCC</p> <p>AC has attached heads of terms to be used as a template for this and the schedule and framework will be basis of discussions with WCC.</p>	<p>OH</p> <p>SM</p> <p>SM</p>
5.	Chief Executive Update	
	<p>Victoria Wharf Update:</p> <p>It is agreed that the sprinkler system to go ahead with installation. SM to report back to contractors.</p> <p>Tenant Survey:</p> <p>TH suggests collaborating with SS to discuss the options available to tenants via WCC so that these can be sent to WCH tenants. SS to arrange.</p> <p>Social Housing white paper:</p>	<p>SM</p> <p>TH/SS</p> <p>SS</p>

	<p>As the requirements for EPC ratings to be certified at rating D and above for all properties, it is requested that WCH pull together a report of all EPC ratings currently for WCH stock. SS to produce for next Board Meeting.</p> <p>The Board would like to know how WCH intend to spend cash flow to meet requirements set out by White Paper, and whether there will be funding available to assist. SM will review the items known so far from the White Paper although much of the specific details will follow</p> <p>OH would also like the Board to be updated on changes to Regulation.</p>	<p>SM</p> <p>SM</p>
6.	Key Performance Indicators	
	<p><i>HC gives update on KPI results for the period:</i></p> <p>Customer service report not provided due to tenant survey being put on hold until next year.</p> <p>Percentage of repairs completed on time is lower than previous years but largely due to the repairs team only considering urgent repairs during Lockdown. OH has suggested that repairs team should be back to normal. HC confirmed that these works are now back to normal subject to the tenant's allowing access.</p> <p>Housing management team to continue to conduct tenant visits to retrieve any arrears. HC to relay to Housing management team.</p>	<p>HC</p>
7.	Revised Development Program	
	<p>SM confirms that Blomfield is no longer going ahead through WCH</p> <p>Board have requested that SM draw a longer-term report for the cash flow available to us from different avenues. SM can set out the cash we have available; drawing in remaining grants, reimbursement from Breyers and other sources.</p> <p>OH would like to know what would happen in the case of any variations in terms of construction. It is requested by the Board that SM addresses any points of issue.</p>	<p>SM</p> <p>SM</p>

	<p>Loan schedule:</p> <p>SM to push Westminster for a final position on loan funding</p> <p>JG to speak with Lindsay</p> <p>JG informed the Board that subject to capital strategy being approved the reimbursement for Blomfield Mews planning application's is to return to WCH.</p>	<p>SM</p> <p>JG</p>
8.	Forward Meeting Plan	
	<p>DM enquired about the Juniper proposal SM has stated this is on hold.</p> <p>DM would also like to discuss the acquisition of the garage at Blomfield Mews this opportunity further on a separate occasion.</p> <p>Meeting ended at 2.45pm</p>	DM
	Date of next Board Meeting: (Microsoft Teams)	
	Monday 22 nd February 2021 at 1pm	