

WESTMINSTER COMMUNITY HOMES LTD BOARD MINUTES

Monday 15th August 12:30PM

At Westminster City Hall – Room18:01

Present -

James Green (JG) (Chair)

Thomas Harding (TH)

Olivia Harris (OH)

(All Board Members are nominated by Westminster City Council)

In Attendance-

Steve Moore (SM) (Westminster Community Homes)

Hannah Callender (HC) (Westminster Community Homes)

Sophie Sheekey (SS) (Westminster Community Homes)

Sian Cogley (SC) (Westminster City Council)

Minutes- Sophie Sheekey

No.	Item	Action
1.	<p>Introductions, Apologies and Declarations of Interest</p> <p><u>Declarations</u> James Green (JG) is WCC Senior Development Manager and Westminster Builds Board Member.</p> <p>Tom Harding (TH) is WCC Head of Economy and Growth in Housing.</p> <p>Olivia Harris (OH) Director of Dolphin Living Ltd, DSF Developments Ltd, Westminster Property Association, Hoxton Regeneration Ltd.</p> <p>Sian Cogley (SC) WCC Finance Manager, attended the meeting to introduce new manager; Abbey Gough and Assistant FM Gibraan Karim.</p> <p><u>Apologies</u> Dermot Moloney is leaving the City Council and has tendered his resignation from WCH Board and from being a WCH Shareholder effective from 20th August 2022. The Board wish to record their thanks to Dermot for his work on WCH behalf over the past few years.</p>	
2.	<p>Minutes and Action List of Board Teams meeting 29 March / 2 May 2022</p>	

	<p>It was suggested and agreed that red or amber items from each Board should be rolled forward onto the next Action List so that they do not get overlooked.</p> <p>SS to send out 2022 Newsletter in the next few days. Update report will be made to the next board meeting.</p> <p>SM to move on with finalising the full loan agreement for sign off by the Board. This is now expected in the next 2/3 weeks</p> <p>Board appraisals have now been completed by Board members and skills audit pending. SM has received an Interim report from Campbell Tickell and this will be circulated over the next few days.</p> <p>SC advises that the 30-Year Financial Plan is a longer-term action which she will start to build for Q2 data.</p> <p>JG to sign March & May Board Meeting Minutes as these have now been approved.</p>	<p>SS/HC</p> <p>SS</p> <p>SM</p> <p>SM</p> <p>SC</p> <p>JG</p>
3.	P3 Financial Report & Updated Cashflow	
	<p><i>SC presents.</i></p> <p>Surplus £157k compared to the £55k budget. 22/23 budget has been profiled. Looking ahead to next year it would be valuable to take a zero-based budget starting in the third quarter of this year. OH agrees that this is a sensible option.</p> <p>Variances in rent arrears position. HC/SC have met with Housing Team to discuss the timing issues with rent reporting</p> <p>OH suggested that when budget is set that the number of HB payments weeks (4 or 5) are factored this in the forecast.</p> <p>Cash flow report revised to be circulated.</p>	

	<p>Notes in suspense account are now complete including 15 Blackstone and 19 Ravensbourne sold to WCC.</p> <p>SC informed the Board that the total cash balance increased in the last period. Board Noted.</p> <p>OH asked if the negative income variance will sort out across the year which SC confirmed</p> <p>OH pointed out that on Repairs costs, these have been phased this year but lower in the first quarter. SC agreed that yes this is correct, but spending will increase throughout the year.</p> <p>OH Cash flow – Helpful to see that the cash balance does not dip below amin cash balance of £1.39m and that the Board should be satisfied.</p> <p>MOT yard JG suggested that it could be beneficial to include scenario testing with MOT in or out or selling MOT etc. and that a short business case should be produced.</p> <p>JG suggests scenario testing with Timothy and Lindsay to produce an options paper on the same lines as the ones WCC have produced and Members are familiar with. SM/Tim to meet</p>	SM
4.	Sign off Accounts 2021-22	
	<p><i>SM presents</i></p> <p>AGM to take place following the Board Meeting.</p> <p>Board approves WCH 2021-22 Accounts. JG and OH to sign virtually.</p>	OH/ JG
5.	Financial Regulations Review	
	<p>HC Presents.</p> <p>No material changes to the financial regulations, this has also been checked by Martin Lawrence (Devonshires Solicitors).</p>	

	<p>Weekly Payment Batch Authorisation: Board were reminded of the importance of notifying WCH/ Accounts manager of any leave coming up, so that payment runs can be organised accordingly. Isolinda, TH and OH have leave in September. SS to note in diary, inform Accounts Manager and request all AL dates. SS to put contingency plan in place for all future purchase until the Board member numbers return to normal.</p> <p>Noted by Board.</p>	<p>SS</p> <p>SS</p>
6.	Chief Executive Update	
	<p><i>SM Reports</i></p> <p>Discussions with the City Council</p> <p>SM met with Karen Buck and Steve Hilditch Their focus is on bringing down number of homeless in TA and overcrowded in WCC Stock. WCH are acquiring 3 beds plus units to provide assistance with the reduction of over-crowding. WCH suggested that it looks at acquisitions of larger 1 bed units for 2 bed households</p> <p>OH supported this approach but felt that WCH should not compromise on quality and have set design standards despite the size of the unit. Gifting tenants' furniture or design to include desk space etc to make spaces more adaptable and family accessible.</p> <p>SM to put together plans for storage and efficient use of space.</p> <p>MOT Yard</p> <p>See discussion in item 3 above</p> <p>Acquisitions</p> <p>TH asked in terms of other discussions between Steve and KB and Steve Hilditch what did they ask WCH to provide? SM responded that</p>	<p>SM</p>

	<p>both were very positive about WCH role but the core discussion which was with SH was focussed on reducing Overcrowding and TA use.</p> <p>SM to put together more on MOT Yard and one bed unit conversions to be sent to Board in the next few days before being sent to Steve Hilditch.</p> <p>Chief Exec appointment:</p> <p>SM suggested that in view of the positive discussions held with the City Council that it is now appropriate to progress the recruitment phase. Anna and Neil both still very keen to remain in position. Board to make decision on their preferred candidate.</p> <p>JG suggests that the Cabinet Member had made him aware that he wished to be involved in the process. SM to put together an outline of how the process has gone so far. Give Cabinet Member the option to meet the candidate. Send preferred candidates CV's outline the process we have been through so far.</p> <p>Board Recruitment</p> <p>A discussion is required with the Cabinet Member as the Board will be 2 members down by 20th August. SM to review the Skills Audit and produce a proposals paper for the Board to approve prior to discussing this with Cllr Noble</p> <p>JG confirmed that this may not be resolved until the Shareholder committee is reconvened.</p> <p>MOT tender</p> <p>None of the 4 submissions compliant as none were fixed price and all had provisional sums</p> <p>TH reference to MOT Yard – There will be a shortfall of rental income due to the changes to the unit size. This would be a long-term issue. SM will include this in the note he is drafting for discussion with Steve Hilditch.</p>	<p>SM</p> <p>SM</p> <p>SM</p>
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	<p>TH comments the appraisal of the suppliers who have bid for the tender process could we please have the Social Value programs support. TH to have a separate conversation with Lauren. HC to pick up.</p>	<p>SM</p> <p>HC</p>
7.	203 Gloucester Terrace – Tender for Works	
	<p>It has been decided that this project should be removed from the Refresh project due to FRA and ventilation works. Tender for this is attached for approval.</p> <p>SM confirmed there are no provisional sums and costs that have been provided are fixed.</p> <p>Board approve.</p>	
8.	Key Performance Indicators	
	<p>Approved. Noted.</p> <p>OH queried the true arrears figure, it was explained that the true arrears figure is subject to change. There is an ongoing effort to revalidate the number of tenants on HB and UC for this financial year. The team are asking tenant to share their current HB/UC status, we expect this exercise by the next quarterly meeting.</p> <p>Proof of equality and diversity inclusion requirement-WCH to report on this within the next newsletter.</p> <p>OH – Smoke and carbon monoxide legislation to be included in the health and safety KPI.</p> <p>Olivia suggests Asbestos to be added to KPI list. SM to gain some insight on how to include.</p>	<p>HC</p> <p>SM</p>
9.	2022 Arrears Write-Off	
	<p>Noted.</p>	<p>SM</p>

	OH asks what WCH do to ensure that funds are retrieved by former tenants who abscond with arrears. At present WCH follow WCC lead and do not recover using debt collectors. It is raised that it could be worth discussing this option and SM is to speak to WCC about what their process is at Dudley House.	
10.	Governance Update	
	Business continuity HC speak to Stephen Ansar as this should cover WCH and other WCC subsidiaries.	HC
11.	Forward Meeting Plan	
	TH raises that it could be worth including cost of living advice in the Newsletter and on the WCH website. TH will discuss with SS/HC the advice provided by WCC.	TH/SS/HC
	Date of Next Board Meeting:	
	3 rd November at 10am Westminster City Hall, Room TBC	

Minutes signed off:



WCH Chair
Date: 3/11/22