

Shire Homes Lettings Board Meeting

Private Sector Leasing Scheme

Date: 7 November 2017

Present: Redacted data

Apologies/ Copies: Redacted data

1. Matters arising from last meeting minutes

- The previous company will be struck off the register and dissolved at Companies House, after 2 months have expired (26/11). Walker Morris will be invoicing us for the work to date - £1,321 + VAT.
- AC had been asked on 11/10 to provide his details to Walker Morris – ML to chase
- A company seal had been purchased for the leases.
- A Scheme of delegation had been signed by all parties and to take effect from 1 November for invoicing purposes only.

2. Legal Documentation

2.1 Service Level Agreement (SLA)

Interested Board members had taken part in a conference call with Walker Morris and Ensors, to finalise the SLA into two separate documents (Agency Agreement/SLA). LM had only just received a draft copy of the document. The work on this Agreement to date totals £2,732 + VAT. Walker Morris will be invoicing for this work asap. The remaining work has been estimated at approx. £1,500 - £1,950 + VAT.

2.2 Public Liability Insurance for Officers and Directors

It is hoped that the amended SLA will deal with the wording, so that the insurance can be finalised. LM/SC to liaise with Sarah Sharp at Aon Insurers.

3. Financial Update

3.1 Landlord Payment Options

Discussions surrounding the best way to pay landlords. We are currently using a green South Cambridgeshire District Council (SCDC) pro-forma completed on a monthly basis for current landlords. ML will see whether a Standing Order could be raised for regular payments.

3.2 Tenant Payment Options

MW reported that he had received a price for the production of the PO payment cards. Total cost to Shire Homes was £113.50, and a purchase order is required. These cards need to be sent to the Post Office who have a 2-month lead time to set up accounts. The Capita AIM work is scheduled for later in the year. This work will enable on-line payments. LM to contact Nicole in the Comms Team with regard to providing a QR code to put onto correspondence. Post meeting note: Purchase order raised using Orchard.

3.3 Capita Rent Accounts

MW had given Louise instructions on how to set up rent accounts on Capita, and this was progressing well. ML/MW to manually transfer funds into the correct rent accounts, until this process is automated.

4. Budget

4.1 Expenditure

ML shared an accounts sheet, showing expenditure to date on account. LM produced an income/expenditure sheet showing the 4 no. properties to date, and an anticipated profit of £5,863 over a 12-month period. Copy enclosed for reference.

4.2

Due to surplus funds in the budget, it was agreed that LM purchase some merchandise and also a digital camera, for the purpose of creating inventories in-house.

5. Rental Negotiations

5.1 Incentives for Landlords

AS explained that he had explored various incentive options, including repair/maintenance loan and cash incentives for landlords, to top up LHA rates.

5.2

Rental negotiations are ongoing with King Street Housing, as there are approx. 15 more households that are under notice. There are also another 40+ enquiries to follow up.

6. Repairs and Maintenance Commitments

6.1 Contractors

AS had approached several property maintenance companies and obtained their details with regard to placing them on Orchard, in the event of using their services. This also includes a painter/decorator, and a gas service engineer.

6.2 Mears

LM had had a successful meeting at Mears Office in Cottenham. It was agreed that Mears would issue their gas servicing warning letters, as with Council housing. LM explained about the Private Sector Leasing Scheme, and the reasons behind it, and that consideration should be given that all the properties are leased from landlords, not owned by SCDC or Shire Homes Lettings Limited. Emphasise is on getting the properties let as quick as possible.

6.3 Orchard

Dave Purnell has been setting up properties on Orchard. LM to send over details of the Linton property.

7. Negotiations with Local Authorities

7.1

At a recent cross-partner incentives meeting, the Shire Homes Lettings model was discussed. All parties present at the meeting, were going to discuss with their management/board members

whether it was viable to use the SHL model for their own areas. This included Hunts District Council, Fenland District Council, Peterborough City Council and Cambridge City Council. Town Hall Lettings felt that they did not currently have the capacity to take on anymore properties. SC agreed to send through costings for our scheme, based on the number of properties. It was agreed to discuss the options further, in the new financial year, when we have a better idea of costings for our scheme. Post meeting note: Sue Carter had sent an email to all parties, with potential costs.

7.2 Peterborough City Council

Sean Evans from Peterborough County Council has had discussions with DV from Ermine Street, with regard to using them as a private landlord. Ermine Street already own over 150 properties in the Peterborough area and are hoping to buy more. Further discussions taking place between Ermine Street Housing and Peterborough City Council.

8. Delivery Plan/Project Plan

8.1 LM had updated the project plan, and distributed at the meeting. Copy attached for reference.

9. Marketing

9.1

A half page article had been written for the latest edition of the South Cambs Magazine. The article was aimed at landlords, rather than tenants, as Louise had had several emails from tenants following the last article.

9.2

AS was looking at costings for delivery of leaflets by a private company.

10. Any Other Business

10.1 MH had drafted a letter which is to be sent to all those with council tax liability for an empty home. The letter mentioned the PSL Scheme.

11. Date of Next Meeting

Wednesday 10 January 2018 – Swansley B – 11 am

Tuesday 6 March 2018 – Swansley B – 11am

I agreed that these are a true record.

Signed:

Dated:

SH – Director