

Private Sector Leasing Scheme

Shire Homes Lettings Board Meeting Minutes

Date: 26 June 2018

Time: 11.30am

Location: Jeavons, South Cambridgeshire District Council

Present: Redacted data

Agenda Item

1. Apologies and Minutes of the last meeting

Apologies were received from MW and DP.

The minutes of the meeting held on 1 May 2018 were agreed as a correct record.

2. Legal Updates

- Service Level Agreement (SLA) - ML confirmed money transfers have been correct, not too little or too much.
- SC – Amendments are needed to be done to the SLA due to GDPR, when people transfer from Shire Homes to a council tenancy, their info must be deleted after 6 years.
- Existing contracts and tenancy agreements are being held on Anite accounts.
- GC – Some of that information will still be relevant when they transfer.
- Shire Homes is not part of the council therefore the information can't continue to be stored.

3. Director

- SH has not yet resigned from the board as he cannot do so until a new director is registered at Companies House.
- There is a plan for HW and SC to become directors but there are some outstanding concerns on requirements for Sue. Queries will be picked up on.

- There are documents that need to be signed by SH including resignation consent.
- Progress needs to be made quickly, there is a plan just need concrete answers.
- ML – Changing Barclays Bank details will be a long process.
- LM – look at delegation process with regard to the leases.

4. Finance update

- JJ is working on PO payment cards; currently the only way tenants can pay is via standing order through their bank.
- ML – Currently manually adding the rent so this needs changing to a better flowing system.
- LM – Chase James/Matt to see if the work they are currently testing, will prevent the manual rent payments in the future. Clarification required

The landlords guaranteed payments system is working well.

5. Budget

- Rental income is at just under £17,000 and we are paying landlords £15,711
- Robin Close are under occupying, we are charging 2-bedroom rent, in the future it can rise to apply to the property rather than tenant, as HB will be paid on the property size, not household size.
- ML – we haven't paid audit fees as waiting for invoice.
- Martin had prepared an annual budget; the costs are an estimate. There seems to be a deficit but the roll over from last year should cover this.

6. Rental Negotiations

- 14 properties currently, 2 more to sign up next week. 5 are agreed on terms, we have 30/40 enquiries which we are in negotiation with and now we have CD working with us, the processes can speed up. More advertising and flyer dropping will be done, also an article in the South Cambs Magazine.

- The properties from Cambridgeshire County Council come with a £5 charge for the signing of the Statutory Declaration, to declare we will not automatically renew the lease, at the end of the 3 years.
- Several properties are still with King Street Housing, as they are awaiting works to be completed to a satisfactory standard.

7. Repairs

LM – Regularly meeting with Mears, we want to get a figure for repairs and set a clear agreement as minor day to day jobs are not being included in their agreements.

A lot of issues are being recharged to landlords as they have become larger issues.

8. Negotiations with Local Authorities

Nothing to be updated on.

Peterborough have set up a similar scheme, we shall see what comes from that in the future.

AS – Have been offered 9 properties with 52 bedrooms, we cannot manage that many so have asked for trial so see how it runs, currently waiting on responses.

9. Marketing

- CD in post from Thursday (28 June)
- Create website and Facebook page, South Cambs Magazine and other options. Nothing to dramatic as we want it steady.
- AS – social media is a big one, a lot of people are advertising their properties online.
- Need to start finding properties south of Cambridgeshire. For example, Sawston, Bassingbourn, Meldreth

10. Any other business

Congratulations to LM in getting her permanent role.

Sue mentioned that following Legal Advice, 12-month tenancies are fine and that we are covered with our AST.

Next meeting is Wednesday 5 September 2018 – Location Monkfield

The minutes of this meeting held on 26 June 2018 were agreed as a correct record.

Signed by the Chair: Date: