

**Harbour Lettings
Minutes of Board Meeting
Held on Tuesday 14 May 5pm
At 108 Constitution Street**

Present:

Iain MacPhail (Chair)	Gordon Cameron
David Welsh	Ngeme Ntuli
Vendula Tomasova (Vice Chair)	Heather Kiteley

In attendance:

Mark Hastie, Harbour Lettings Manager
Alison Petretti, Business Support Officer (notetaker)

Acronyms

Harbour Lettings HL

1.	Apologies and Welcome	ACTION
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1.1	Kevin Anderson
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2.	Declaration of Interest
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2.1	None
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3.	Minutes of Meeting Tuesday 20 February 2024
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3.1	Proposed by Ngeme Ntuli and seconded by Gordon Cameron
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3.2	Matters Arising
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3.2.1	The Chair asked for an update from Harbour Lettings Manager on the point below from the previous meeting.
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3.2.2	3.1 Item 8.4 Generate interest with new tenants at Plot S to become a Board member.
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3.2.3	The Lettings Manager advised that the Board Member role description will be shared with new residents from Plot S and there are several who are from a Lettings background who may be ideal candidates if interested.	MH
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3.2.4	11. Allocations Policy – The Lettings manager advised the policy will be brought to the August meeting.	MH
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3.2.5	Discussion took place around the increase in Local Housing Allowance (LHA) with a view for Harbour Lettings to increase rents in-line with this, at Void times, should market rates allow.	MH
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4.	Noting of Matters Approved or Papers Issued between Meetings – Group CEO
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	➤ Noted
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4.1	The Board noted the reports.
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For Review**5. Performance Against the Business Plan to 31 March 2024 – Harbour Lettings Manager**

- 5.1 Slight increase in arrears. The team are contacting the relevant tenants and putting payment plans in place where possible. In some cases Universal Credit are making rent payments directly to Harbour Lettings.
- 5.2 Advice has been sought from Tenancy Support regarding a trust deed received for a tenant.
- 5.3 Amendment to be made to the report as per below:

YEAR TO DATE		
	Actual – Apr 2023 to Mar 2024	Forecast Budget
Income	£3,776,424	£3,841,04
Expenditure	£3,668,773	£3,841,04 £3,814,65

- 5.4 Gift Aid to Harbour Homes will be £100k.
- 5.5 The risk register was discussed and noted.
- 5.6 The Chair thanked the Lettings manager for the comprehensive report.
- 5.7 The Board noted the reports with the change to the figure being applied.

6. Any Other Business (verbal)**Rents for Void Properties**

- 6.1 Provide paper on rent levels for void properties with reference to the uplift in Local Housing Allowance (LHA) Rates. **MH**

7. Items to bring to the attention of the Harbour Homes Board (verbal)

- 7.1
- Paper on rent levels for void properties with reference to the uplift in Local Housing Allowance (LHA) Rates
 - Excellent Staff Performance

8. Date of Next Meeting

- 8.1 Tuesday 6 August 2024 at 5pm at 108 Constitution Street

The meeting closed at 5.50pm