

**Harbour Lettings
Minutes of Board Meeting
held on Tuesday 5 August 2025 6pm
at 108 Constitution Street**

Present:

Iain MacPhail (Chair)	Gordon Cameron
Ngeme Ntuli	David Welsh
Zoe Curry	Heather Kiteley

In attendance: Alison Petretti, Business Support Officer (notetaker)

1. Apologies

1.2 Vendula Tomasova, Mark Hastie & Kevin Anderson

2. Declaration of Interest

2.1 None

3. Minutes of Meeting Tuesday 13 May 2025

3.1 Proposed by Heather Kiteley and seconded by David Welsh.

3.2 Matters Arising and Outstanding actions

3.2.1 3.1a Rent Collected vs Arrears - The Board **reviewed/approved** the paper and agreed the explanation was clear.

3.2.2 3.1b Allocations Policy – The Board **reviewed/approved** the minor amendments.

4. Noting of Matters Approved or Papers Issued between Meetings – Group CEO

4.1 The Board **noted** the Board bulletin #38 and various monthly reports.

5. Approve – Annual Accounts – Group Director of Finance & Business Support

5.1 The Board were advised there has been an increase in income due to the new properties at Granton.

5.2 Discussion took place around Gift Aid, and the Board were advised £208k (£155k more than 2024) will be given to Harbour Homes.

5.3 The Chair advised that this was a dynamic set of figures and that the business remains robust moving forward, with a focus on ensuring our properties are well maintained and our rents remain affordable for tenants.

5.4 The Board **approved** the accounts.

6. **Note – Points of Note from CEO and Chairs Meeting - CEO**

6.1 The 1:1 meetings indicated the Board is very effective and has sufficient numbers and skills.

6.2 The Chair advised that this was his last meeting in the role, but that he would be happy to remain on the Board as a member. The Vice-Chair confirmed they are happy to take the position of Chair.

6.3 As the Board agreed it was beneficial to have a tenant representative, it was decided to ask the Harbour Lettings Manager to contact MMR tenants to determine if anyone is interested in becoming a Board member.

MH

6.4 One of the members indicated they may know a potential tenant who would be interested.

ZC

6.5 Board Bulletin #39 will be sent to members in September detailing the current Board vacancies across the group.

6.6 The Board **noted** the paper

7. **Review - Performance against the Business Plan at 30 June 2025 (including Risks and Finance)**

7.1 The Board were updated on the below:

Good Performance

Arrears: The team is working hard to ensure tenants adhere to their payment arrangements.

Arrears Percentage: Number of cases to be provided for November meeting

MH

Repairs Performance: There are concerns across the business regarding customer service and the quality of work provided. This is being reviewed across the group.

Void/Repairs Performance Figures: Provide at the November meeting

MH

7.2 Thanks were extended to the team for their hard work.

7.3 The Board **reviewed** the report

8. **Agree - Items to bring to the attention of the Harbour Homes Board (verbal) – Chair**

8.1 Items for Harbour Homes Board

➤ Positive Financial changes

➤ Generation of income

- Doubled in size in a few years
- Improvement in tenant satisfaction
- Change of Chair
- Recruitment Drive for Vice-Chair and Tenant Members

9. Any Other Business

9.1 The Chair was thanked for his service over the last three years.

10. Note – Dates of Next Meeting

Joint Board Away Day – Friday 10 October

Board Meeting – Tuesday 11 November 2025 at 5pm via teams

The meeting closed at 6.50pm