

**Harbour Lettings
Minutes of Board Meeting
held on Tuesday 18 November 2025 at 5pm
via Teams**

Present:

Vendula Tomasova (chair)	Heather Kiteley
Iain MacPhail	Gordon Cameron
Zoe Curry	Ngeme Ntuli
Kevin Anderson	

In attendance:

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

1. Apologies

1.2 Campbell Whyte and Chris Stone.

2. Declaration of Interest

2.1 None

3. Minutes of Meeting Tuesday 5 August 2025

3.1 Proposed by Gordon Cameron and seconded by Zoe Curry.

3.2 Matters Arising and Outstanding actions

3.2.1 **6.3** - Harbour Lettings Manager contacted MMR tenants to determine if anyone is interested in becoming a member. To date there has been no response.

3.2.2 **6.4** - One of the members indicated they may know a potential tenant who would be interested. Harbour Lettings manager reported he'd reached out but the tenant has not responded.

3.2.3 The Harbour Lettings Manager informed the Board that he would reach out again to tenants he regularly engages with by phone, to see if any are interested in joining the Board.

4. Approve – Board Members and Roles

4.1 It was proposed that Zoe Curry be appointed as Vice Chair and Chris Stone as a Board member.

4.2 The Board **approved** the appointments

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

5.1 The Board **noted** the Board bulletin #39 - #41, Staff member allocation paper and various monthly reports.

6. Approve – Rent Increase for 2025/2026 – Harbour Lettings Manager

- 6.1 A review of the current rents was provided, and the manager advised that a **4%** rent increase has been proposed.
- 6.2 A discussion took place about the affordability of our rents and the rising costs associated with maintaining ageing properties, which led to the need for a higher rent increase. The Board agreed to a **5%** rent increase, noting that our rents would remain affordable.
- 6.3 In response to a question “is there a plan for one rent increase per year for all tenancies?”
- 6.4 This is something we are reviewing and proposing for 2027, as the current rent-increase process is carried out twice a year, once for Private Residential Tenancies (PRT) and once for Short-Assured Tenancies (SAT). Consolidation of the date to once per year may be achievable if budget allows for the loss of income between Aug-Apr or Apr-Aug, in the 2027-2028 financial year.
- 6.5 The Board **approved** the paper.

7. Review – Monthly Business Report – Harbour Lettings Manager

- 7.1 An update was given on the September report:
- **Arrears** - Remaining steady at 1.2% with no increases
 - **Void** – Higher in September at 75 days due to abandonment & property condition issues, but closer to the target for October with 25 days. YTD figure at 55 and this will reduce in coming months
 - **Repairs** – Unfortunately we are further below target for completion of repairs on time. We expect this to improve over the next few months. There have been issues with jobs requiring further work not being closed off properly in the system, and work is underway to improve this via reporting.

A business case paper is being prepared for the Landlord and Letting Agent Services, and this will be submitted to the Board in due course.

- 7.2 The Board **reviewed** the paper.

8. Review – Board Skills Matrix

- 8.1 The Board reviewed the annual skills matrix. After discussion, it was agreed currently no changes were required to the skills matrix
- 8.2 The Board **reviewed** the paper.

9. Any Other Business

- 9.1 Board members were asked to complete the Companies House registration, as the submission deadline had passed.

**Board
Members**

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

- 10.1
- Rent Increase
 - New Vice Chair and Board Member Appointments
 - Increase in Repair Time

10. Note – Dates of Next Meeting

Board Meeting – Tuesday 17 February 2026 at 6pm via teams

The meeting closed at 5.50pm

Outstanding Actions		
Item	Action	Management Note
9.1 Companies House registration	All Board members to complete.	