

Private Sector Leasing Scheme

Shire Homes Lettings Board Meeting Minutes

Date: 6 October 2020

Time: 1pm

Location: Microsoft Teams Meeting, South Cambridgeshire District Council

Present: Redacted data

1. Apologies and Minutes of the last meeting

- Apologies from D Purnell and Sue H.
- Name error on previous minutes to be rectified

2. General update

- LM – currently at 51 properties with 3 more in the pipeline. Lots of contact from investors.
- Agreed that we should be cautious in considering resources before we take on too many properties, however we should take advantage of the current market.
- PC mentioned we should contact comms to celebrate reaching 50 properties

3. Risk register

- Rent arrears are currently an issue, PC stated we should not have the impact so low at 2, it should be increased to 3.
- HW – impact of fire safety should be 5 however the likelihood can remain low at 1.
- Lockdown has limited access to properties however we are carrying out external visits, Mears will also pick up issues on their repair's visits. We will consider starting to visit those properties we feel could be a higher risk than others.

4. Finance update

- Accountancy standards have changed meaning Ensors are having to recalculate their accounts. We will need to organise a small meeting to re-sign off the new accounts, this will not impact any other year's accounts.
- From these new workings there has been a calculated saving of £30,000. PC wants Peter Maddocks to be made aware of this.
- ML – we are overachieving on rental income, property repairs have stayed down, staffing costs are fine and there are no further concerns.
- HW will look in the Articles of Association to see if an Annual General Meeting is required.

5. Repairs and Maintenance

- Mears are currently struggling with the number of voids; this is yet to impact Shire Homes.
- There has been limited recharges at the moment, however Helen will be recharging new property works during November/ December.
- The Council is currently looking at the re-tendering process of the maintenance contract.

6. HMO Update

- Bassingbourn and Cambridge properties are fine, all tenants are now onto periodic tenancies.
- The property in Cambourne is having antisocial behaviour (ASB) issues which are being dealt with by ECT
- The ongoing negotiations for properties are being done at the pre-Covid Local Housing Allowance (LHA) rate.

7. Any other business

- Shire Homes will look at all their properties Energy Performance Certificates (EPCs) to try and see what the general rating is. Ideally, we don't want properties below a C rating, however LM mentioned that this could really limit

the properties we can take on, as the legal privately rental rating is an 'E'.
Report back at next meeting.

- Potential partnership between Shire Homes and Landlords to improve efficiency and emissions in the district.
- Houses in multiple occupation (HMO) Review to take place between SC and LM, with the assistance of ET. First draft report at next meeting.

8. Future Meeting

Please ensure all background papers are distributed a few days prior to the meeting.
Next meeting to be two months' time, rather than three months' time. To be confirmed 12 January.

The minutes of this meeting held on 6 October 2020 were agreed as a correct record.

Signed by the Chair: Date: