



**(Company number: 06972673)**

Minutes of meeting of the Board of Directors held in the Board Room at Keelman House, Fifth Avenue Business Park, Team Valley, Gateshead on Thursday 16 January 2014 at 12.30pm

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**Present:**

**Ordinary Trustees**

Brian Kelly (Chair)  
Joanne Carr  
Anne Connelly  
Paul Foy  
Linda Hitman

**In attendance**

Jon Mallen-Beadle (Company Secretary and TGHC Managing Director)  
Neil Bouch (TGHC Director of Customers and Communities)  
Natalie Hewitt (TGHC Head of Corporate Services)  
Phil Gallagher (TGHC Head of Investment and Development)  
Stuart Gibson (TGHC Governance and Risk Officer)

**Apologies**

Peter Mole  
Hannah Shepherd

**53 DECLARATIONS OF INTEREST**

No interests were declared.

**54 MINUTES**

The minutes of the last meeting of Keelman Homes held on 21 November 2013 were approved as a correct record.

**55 PROPOSED RENT INCREASES FOR 2014/15**

A report was submitted proposing an increase to the rents for 2014/15.

The rent increase has been proposed in line with the HCA guidelines of RPI + 0.5%. RPI in September was 3.2%, which provides for an increase of 3.7%, which is an average weekly rental increase of £2.98. There is no proposed increase in service charges recommended for 2014/15.

The Rent and Service Charge Setting Policy has financial implications in relation to the income to be received by Keelman Homes. The rents have been set initially at a level that will the costs of the loan can be covered and also to ensure that these are not substantially higher than current rents paid for similar properties in the Gateshead area.

- RESOLVED – (i) That the proposed rent increases for 2014/15 be approved.
- (ii) That there be no increase service charges for 2014/15.

## **56 5 YEAR FINANCIAL FORECAST**

On 30 January 2013, the Board approved the budget for 2013/14 and was asked to note the estimated budgets for 2014/15 and 2015/16.

2013/14 was the first year that a budget was produced for Keelman Homes. Previous financial information had been managed by way of a cashflow as the main income for Keelman Homes was grant income from the Homes and Communities Agency and loan income from Gateshead Council. The main expenditure was costs in relation to the construction of properties.

However, since the budget for 2013/14 was approved by the Board there have been some significant changes in the activities of Keelman Homes, with a new programme of new build due to commence and Keelman Homes taking on the management of other properties on behalf of other housing organisations. These activities will have a significant financial impact and therefore a revised budget for 2014/15 has been produced as part of a 5 year forecast.

A statement showing the proposed budget for 2014/15 and a forecast to 2018/19 was submitted.

- RESOLVED – (i) That the revenue budget for 2014/15 be approved.
- (ii) That the forecasts for 2015/16 to 2018/19 be noted.

## **57 KIBBLESWORTH SHARED OWNERSHIP UPDATE**

The Board received an update on marketing, sales and customer interest in the shared ownership properties at Kibblesworth.

Marketing through The Gateshead Housing Company has continued using a number of methods. Reeds Rains has continued to market through their sales support team at the Wickham branch.

Under HCA guidelines all valuations on the shared ownership properties must be carried out by a RICS qualified valuer. The properties must be valued every 3 months. Six valuations have been undertaken to date. The next valuation was due on 12 December 2013 however, as all properties have now been reserved, the valuation was no longer required.

ISOS charge £180 (plus VAT) for an assessment of eligibility. To date, ISOS have been paid £3,420 for 19 assessments.

Income received to date from the sale of properties is £438,603. Rental income projected for the year from the eight sold properties is £13,252. Rents will be reviewed and increased each April in line with the formula in the lease.

The estimated cost of fully carpeting the 5 bed property is £2,240.

Reed Rains fees will be £6,500 as the remaining five property sales have all been secured via their external marketing.

RESOLVED – That the information be noted.

## **58 TGHC – HEAD OFFICE RELOCATION UPDATE**

The Board received an update on progress with regard to The Gateshead Housing Company (TGHC) vacating Keelman House to co-locate head office operations from Gateshead Civic Centre.

In relation to Keelman House, formal notice to end the lease on 24 July 2014 was served by colleagues in legal services and acknowledgement of this notice and a counter notice has subsequently been received. Property services are liaising with representatives from the landlord's agent in relation to progressing this.

The two most significant issues which are currently being progressed relate to car parking and the provision of reception facilities.

The Central Housing Office currently operates from space on the first floor of the Civic Centre. Due to its town centre location and being positioned in the Civic Centre this office is already busy and deals with customer enquiries from across the borough.

Discussions are ongoing with the Council to look at options for having all TGHC functions located in one part of the building.

RESOLVED – That the information be noted.

## **59 DATE AND TIME OF MEETINGS 2014**

RESOLVED – That the following schedule of meetings of the Board in 2014 be approved: -

- Wednesday 19 March 2014 at 2pm
- Wednesday 14 May 2014 at 10am
- Thursday 10 July 2014 at 12.30pm

- Wednesday 17 September 2014 at 2pm
- Thursday 20 November 2014 at 12.30pm

**60 EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED – That the press and public be excluded from the meeting during consideration of the remaining business.