



**(Company number: 06972673)**

Minutes of meeting of the Board of Directors held in at Gateshead Civic Centre, Regent Street, Gateshead on Thursday, 28 January 2016 at 12.30pm

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**Present:**

**Ordinary Trustees**

Brian Kelly (Chair)  
 Joanne Carr  
 Paul Foy  
 Ronny Harris  
 Linda Hitman  
 Peter Mole

**In attendance**

Neil Bouch (TGHC Director of Customers and Communities)  
 Natalie Porthouse (TGHC Head of Corporate Services)  
 Julie McCartney (TGHC Head of Neighbourhood Services)  
 Amanda Gallagher (Keelman Homes Development and Investment Manager)  
 Kelly Davis (Keelman Homes Finance Manager)  
 Stuart Gibson (TGHC Governance and Risk Officer)

**Apologies**

Anne Connolly

**1 DECLARATIONS OF INTEREST**

No interests were declared.

**2 MINUTES**

The minutes of the meeting of Keelman Homes held on 26 November 2015 were approved as a correct record.

**3 RENT AND SERVICE CHARGE PROPOSALS FOR 2016/17**

The Rent and Service Charge Setting Policy was approved by the Board at the meeting on 21 January 2010 with a subsequent update on 12 May 2010. The policy was subject to an internal review in December 2014 and no changes were made at this time.

Due to changes in Government Policy around rent setting, a review of the Rent and Service Charge Setting Policy has been deemed necessary for 2016/17 rent and service charge setting.

A revised Rent and Service Charge Setting Policy was submitted.

The updated Rent and Service Charge Setting Policy details that the initial rent for a Keelman Homes tenancy must be in place for a minimum of 12 months. Any properties let during 2015/16 will not see a rent change in April 2016.

The rent proposal for 2016/17 is in line with the Welfare Reform and Work Bill of a 1% rent reduction. This is an average weekly rental reduction of £0.85 at Kibblesworth (social rent) and £0.94 for other Keelman Properties (affordable rent), based on 52 weeks rental charges.

Service charges are based on the actual costs of the service provided. For 2016/17, it will be necessary to increase the warden call service element of the service charge to cover the proposed increased cost of this service. The cost of this service is proposed to be increasing from £0.95 per week, per tenant to £1.22 per week, per tenant (over 52 weeks). This is a weekly increase of £0.27.

Rents for new build properties not yet completed and any Empty Homes property purchases will be determined by valuation on completion. They will be the subject of future board reports as the schemes progress throughout the year.

- RESOLVED – (i) That the updates to the Rent and Service Charge Setting Policy be approved.
- (ii) That the proposed rent and service charge changes for 2016/17 be approved.

#### **4 DATE AND TIME OF NEXT MEETING**

The next meeting of the Keelman Homes will be held on Thursday, 24 March 2016 at 12.30pm in Room S21, Gateshead Civic Centre, Regent Street, Gateshead

#### **5 EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED – That the press and public be excluded from the meeting during consideration of the remaining business in accordance with the indicated categories of the Company's Access to Information Rules.