



**(Company number: 06972673)**

Minutes of meeting of the Board of Directors held at Gateshead Civic Centre, Regent Street, Gateshead on Thursday, 16 May 2019 at 9.30am

**Present:**

**Ordinary Trustees**

Brian Kelly (Chair)  
Joanne Carr  
Anne Connolly  
Paul Foy  
Jason Wylie

**In attendance**

Neil Bouch (TGHC Managing Director)  
Jim Charlton (Interim Development and Investment Manager)  
Yasmin Ellis (Development Support Assistant)  
Mark Banks (TGHC Finance Manager)  
Stuart Gibson (TGHC Governance and Risk Officer)

**Apologies**

Linda Hitman

**1 DECLARATIONS OF INTEREST**

No interests were declared.

**2 MINUTES**

The minutes of the meeting of Keelman Homes held on 28 March 2019 were approved as a correct record.

**3 MANAGEMENT ACCOUNTS – FOURTH QUARTER 2019/20**

The management accounts for the fourth quarter of the financial year 2018/19 were submitted.

The management accounts showed Keelman Homes had made a deficit of £79,037 at the end of the fourth quarter, compared to the original budget deficit of £42,110 (an increase of £36,927). This was mainly due to higher than expected repairs costs, additional costs for Council Tax on Empty Homes

properties, whilst refurbishment works were taking place and a reduction in rental income due to delays in letting properties.

The Board noted that the collection of water charges had previously been included in miscellaneous costs. These costs were now being reported separately, with both costs and income now included going forward.

The Board noted that the one property to have an adapted bathroom fitted had not been financed through DFG (Disability Facilities Grant). The Finance Manager would look into whether this was an option going forward.

It was noted that more repairs were being carried out as a result of the increase in older stock acquired via the Empty Homes programme. A comparison of the average costs of repairs was sought compared to previous years and the Finance Manager agreed to look into this. It was further noted that a stock condition survey would be carried out during the course of the year to get a contemporary stock update.

RESOLVED – That the financial management of the budgets for the fourth quarter of 2018/19 be noted.

#### **4 ANNUAL ACTIVITY REPORT**

The Board received statistics and other information relating to key activities carried out across Keelman Home during 2018/19. These included property stock and rent payments.

The Board sought further analysis of the cumulative arrears figure to include the split between current and former tenants and the benchmarked quartile position. This detail would be included in future annual activity reports.

It was noted that the Board would be receiving a Bad Debt Policy at its next meeting.

The Board was informed that an allowance had been built into this year's budget for Council Tax whilst refurbishment work was taking place to an Empty Homes property. The Finance Manager would look into whether, as a Charity, there were any exemptions that could be available to Keelman Homes.

RESOLVED – That the information be noted.

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

RESOLVED – That the next Board Meeting would be held on Thursday, 18 July 2019 at 12.30pm 2019 at 12.30pm at Gateshead Civic Centre, Regent Street, Gateshead.

#### **6 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.