

LEASE - The Leasehold Advisory Service

Minutes of the Board Meeting held on Tuesday 23rd November 2021 online via Microsoft Teams

Present:

Wanda Goldwag (Interim Chair) (WG), Victoria Elvidge (VE)

In attendance:

Anthony Essien (Chief Executive) (AE) Nicolette Davis (Note taker)

Observers: Sandra Simoni (SS) , Victoria Moulton (VM),

1 2021/11/1 Welcome and apologies for absence

1.1 There were no apologies for absence.

2 2021/11/2 Declarations of Interests

2.1 WG declared that she is an advisor to Smedvig Venture Capital, Chair of the Financial Services Consumer Panel. She is also the Chair of the Independent Uniform Network Modification Panel for the Joint Office of Gas Transporters; and Chair of Nuclear Transport Solutions.

2.2 VE declared that she is Chairing the Social Sector (Building Safety) Engagement Best Practice Group.

2.3 VE and AE declared that they are long leaseholders.

3 2021/11/3 Confirmation of the Board meeting held on 23rd September 2021

3.1 The Minutes of the Board meeting held on 23rd September 2021 were approved as a true and accurate copy.

4 2021/11/4 Matters arising and action points from previous meetings

4.1 AE notified the Board that hard copy decisions of First-tier Tribunal (Property Chamber) (FTT) decisions are still being received. The Board requested that AE send the President of the FTT a follow up conversation asking for confirmation of receipt of digital copy decisions, and if no progress, VE will write an official letter to the President (**ACTION AE**)

4.2 The Board agreed that provisional meeting dates from April 2022 onwards will be agreed with the proviso that dates may change.

4.3 AE reported that the Greater London Association's updated Shared Ownership Service Charge Charter has not yet been published.

5 2021/11/5 Chair and Chief Executive's Report

5.1 The paper was noted by the Board and the Chair confirmed she would be meeting with senior sponsors at DLUHC on 25th November.

5.2 AE notified the Board that he is due to attend the All Party Park Homes Group's next meeting on 24th January 2022 to discuss enquiries that LEASE has received.

6 2021/11/6a Performance Report

- 6.1 The Board noted the paper and asked management to feed back to Board the reasons for output trends for Park Homes and Fire Safety enquiries. **(ACTION AE)**

7 2021/11/7a Finance Report

- 7.1 The Board approved the paper.
- 7.2 The Board asked management to pursue final reconciliation of exit costs for Fleetbank House. **(ACTION AE)**
- 7.3 The Board asked management to report on miscellaneous income in the accounts. **(ACTION AE)**

8 2021/11/7b Financial Procedures Manual Review

- 8.1 The Board approved the updated Financial Procedures Manual.

9 2021/11/8a Future Work Plan and meeting dates

- 9.1 The Board approved the work plan and requested that provisional meeting dates are circulated from April to November 2022 **(ACTION ND)**

10 2021/11/8b Any Other Business

- 10.1 There being no further business the meeting ended at 1.01pm.

Next meeting date and time: Tuesday 25th January 2022 at 12.30pm remotely via Microsoft Teams

A handwritten signature in black ink, consisting of a stylized 'W' followed by a large loop and a long horizontal stroke.