

## **LEASE - The Leasehold Advisory Service**

### **Minutes of the Board Meeting held on Tuesday 19<sup>th</sup> July 2022 online via Microsoft Teams**

#### **Present:**

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

#### **In attendance:**

Anthony Essien (AE), Michael Tourville (MT), Joseph McCann (JM) (both Beaver & Struthers), Nicolette Davis (Note taker)

**Observer:** Jake Rushton, Baoying Zhang (For Part), Victoria Moulton (VM) (For Part) (all DLUHC)

#### **1 2022/07/1 Welcome and apologies for absence**

1.1 There were no apologies for absence.

#### **2 2022/07/2 Declarations of Interests**

2.1 WG declared that she is an advisor to Smedvig Venture Capital. She is also the Independent Panel Chair of the Modification Panel for the Joint Office of Gas Transporters; and Chair of Nuclear Transport Solutions. Chair of the International Nuclear Service Japan KK.

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 2022/07/3 Confirmation of the Board meeting held on 24<sup>th</sup> May 2022**

3.1 The Minutes of the Board meeting held on 24<sup>th</sup> May 2022 were approved as a true and accurate copy.

#### **4 2022/7/4 Matters arising and action points from previous meetings**

4.1 AE notified the Board that a supplier for screen scraping has been sourced. The Board suggested contacting the President of the FTT to let her know that LEASE will be screen scraping the tribunal decisions. **(ACTION: AE)**

#### **5 2022/05/5 Chair and Chief Executive's Report**

5.1 The paper was noted by the Board.

#### **6 2022/07/6a Performance Report**

6.1 The Board noted the performance report, voiced their concern, and suggested that management complete the induction of the new adviser quickly to rectify meeting LEASE's KPI's. **(ACTION: AE)**

#### **7 2022/07/7a Draft LEASE 2021/22 Audited Accounts**

7.1 Subject to the formatting issues identified, the Board approved the audited accounts.

**8 2022/07/7b Draft 2021/22 Auditor's Management Letter and Letter of Representations**

8.1 The Board agreed the Auditor's Management Letter and Letter of Representations.

**9 2022/07/7c Draft 2021/22 Regulatory Compliance Report**

9.1 The Board noted the paper.

**10 2022/07/7d Finance Report to June**

10.1 AE updated the Board and the Board noted the paper.

**11 2022/07/8c Future Work Plan and meeting dates**

11.1 The Board approved the dates and that Board dates for 2023 should be agreed at the Board's meeting on 16<sup>th</sup> November. **(ACTION: AE)**

**12 2021/07/8d Any Other Business**

12.1 The Board asked management to complete the remaining matters regarding the accounts and submit to DLUHC by 29<sup>th</sup> July 2022 **(ACTION: AE)**

12.2 There being no other business, the Chair thanked everyone for attending and the meeting closed at 12:12pm

**Next meeting date and time Tuesday 27<sup>th</sup> September 2022 at 12.00pm remotely via Microsoft Teams**

A handwritten signature in black ink, consisting of a large, stylized 'W' followed by a long, sweeping horizontal stroke that tapers to the right.