

LEASE - The Leasehold Advisory Service

Minutes of the Board Meeting held on Tuesday 18th July 2023 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 Beever & Struthers), Nicolette Davis (Note taker)

Observer: None

1.0 2023/07/1 Welcome and apologies for absence

1.1 There were no apologies for absence.

2.0 2023/07/2 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 and AE declared that they are long leaseholders.

3.0 2023/07/3 Confirmation of the Board meeting held on 23rd May 2023

3.1 The Minutes of the Board meeting held on 23rd May 2023 were approved as a true and accurate copy.

4.0 2023/07/4 Chair and Chief Executive's Report

4.1 The Board noted the paper.

5.0 2023/07/5a Performance Report

5.1 The Board noted the paper.

6.0 2023/07/6a Draft 2022/23 LEASE Audited Accounts

6.1 MT presented the paper and noted that LEASE's controls are good, however he recommended that more in-house technical support was sourced to address the cut-off for adjustments. The Board requested that this information is fed back to MacIntyre Hudson. **(ACTION AE)**

6.2 The Board approved the audited accounts.

7.0 2023/07/6b Draft Auditor's Management Letter and Letter of Representative

7.1 The Board agreed the Management Letter and Letter of Representative

8.0 2023/07/6c Draft 2022/23 Regulatory Compliance Report

8.1 The Board approved the paper.

9.0 2023/07/7a Finance Report to June

9.1 The Board noted the paper.

9.2 The formal budget delegation letter has not been received; AE will chase this with DLUHC **(ACTION AE)**

10.0 2023/07/8a Work Plan and Meeting dates


10.1 The Board approved the paper. WG highlighted that flexibility with meeting dates may be needed with the onboarding of new Chair and non-executives.

11.0 2023/07/8b Any Other Business

11.1 WG reminded AE that she requested he compile a list of documents that LEASE need to produce annually so that it can be provided as a guide for new non-executives **(ACTION AE)**

There being no further business the meeting ended at 12.10pm

Next meeting date and time Tuesday 26 September 2023 at 11.50 remotely via Microsoft Teams

A handwritten signature in black ink, consisting of a stylized 'W' followed by a 'G' and a long horizontal flourish.