

Agenda

Name of meeting: Rents and Service Charge Review Project
Date: Wednesday 12th April 2023
Time: Light Buffet 18:00-18:30
Meeting 18:30-20:30 (chamber available till 21:00)
Venue: Milton Keynes City Council, Civic Offices, 1 Saxon Gate East,
MK9 3EJ

Tasks to do before the meeting

Please read	Meeting 2 Minutes
Actions for Group members only before the next meeting.	<ul style="list-style-type: none">• Book your place before 5th April. Security will only allow named people in the building.• If you require expenses, please bring petrol/parking/travel receipt and proof of bank details

REF	ACTION	RESP
1	Welcome and Apologies <ul style="list-style-type: none">• Fire and Security	AH
2	Approval of minutes	AH
2.1	Updates on actions from previous minutes <ul style="list-style-type: none">• Definitions Rent and Service Charge	
3	Main Activities <ul style="list-style-type: none">• Overview of accountancy functions:	AH/ALL
3.1	Apportionments – Those in place for leaseholders and what could be in place for tenants	
3.2	Full recovery of service charges – Looking at those events where tenants would want MKCC to cover costs	
3.3	Deficits and surpluses – This is where there is a difference between the original estimate and the actual spend in any year	
3.4	Administration of sinking funds and reserve funds – Should consideration be given to setting up leaseholders' funds	

<p>3.5</p> <p>3.6</p> <p>3.7</p> <p>3.8</p> <p>3.9</p>	<p>• Leaseholder calendar changes:</p> <p>How do we move the year from September-August to April-March</p> <p>How do we treat shared owners, like tenants or leaseholders?</p> <p>What do we do with any arrears balances at end of March 2024?</p> <p>Building insurance – are we comfortable that all properties are adequately insured? Should MKCC insist on all leasehold properties and shared ownership properties are covered by our contract?</p> <p>What do you think we should do with large account credit balances?</p>	
<p>4</p>	<p>Any other Business</p> <p>Decisions on</p> <ul style="list-style-type: none"> • Voting options • Webpage options 	<p>SK</p>
<p>Date of Next Meeting: TBC</p>		