



## **HFW Board Member Induction Pack**

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# Welcome to the Board of Homes for Wells

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## The Aims of Homes for Wells

Homes for Wells aims is to provide affordable housing for keyworkers and residents of Wells and the surrounding villages of Stiffkey, Holkham, Warham, Wighton and Binham.

## History of Homes for Wells

Wells is quite simply a beautiful place to live. Among its' 2500 residents there are many wonderful families whose forefathers are intrinsically linked with the town's own maritime history.

A small town with just 1,201 households, its unique character and complete range of services have given it a huge popularity. Now with 20% of the houses owned by newcomers, it has become a victim of its own success! As its popularity has risen with second homeowners and retiring folk, house prices have been pushed up to over ten times the average typical income for local families. Our community is now threatened as many are forced to leave.

**Since its launch in 2006, Homes for Wells has worked hard to create enough affordable properties for the essential workers, volunteers and local people who have a proven connection to the town.** . All the HfW key workers and their families are people in occupations or working in a voluntary capacity to provide essential services to the community of Wells, Warham, Wighton, Holkham and Stiffkey. Low wages result in these people being unable to afford local housing. Without our help, this will result in their leaving the area, the essential services they work with being understaffed and the school's roster being diminished. Homes for Wells became a Registered Provider of Social Housing in 2014. Homes for Wells is a registered Industrial and Provident Society and a Community Land Trust. Homes for Wells is registered with and a member of the Housing Ombudsman Service.

## **Governance and Structure**

The constitution, policies, procedures, code of conduct, terms of reference, job descriptions of the Housing Agent and Administrator, minutes of most recent board meetings and audited accounts of Homes for Wells are available on:

[www.dropbox.com](http://www.dropbox.com) email: [office@homesforwells.co.uk](mailto:office@homesforwells.co.uk)

### **Governance**

Homes for Wells' constitution uses the National Housing Federation Rules. The Board has adopted the National Housing Federation Code of Governance and Code of Conduct against which a self-assessment is carried out by the Board annually.

### **Structure of Homes for Wells**

The Board consists of eight members who are all shareholders of Homes for Wells. The structure is Chair, Vice-chair, Treasurer and three committees: Housing, Finance and Allocations. Each sub-committee has a Terms of Reference outlining the composition of the sub-committee and the regularity of meetings.

There are six full board meetings a year which are planned one year in advance. These are held in the evenings in the Meeting Room at the Sackhouse which is accessible by lift. The sub-committees plan their meetings at the convenience of the members.

Homes for Wells employs an administrator who deals with the day-to-day running of Homes for Wells in close consultation with the chairperson and the chairs of the sub-committees. The administrator is line managed by the chair.

The Housing Agent is contracted annually to manage all aspects of the Homes for Wells properties. The Housing Agent is line managed by the chair of housing.

### **Shareholders**

Homes for Wells' shareholders will have a role to play in helping shape the key strategies and policies of the organisation which directly affect tenants, with each member having one vote.

All shareholders agree to be bound by the obligations as set out in the organisation's Constitution. The Constitution is the organisation's primary governance document and sets out how the shareholders and its Board should operate.

## **Who's who at Homes for Wells**

### **Board Members**

#### **Christine Abel**

Christine was born in the West Country and moved to Wells, in 1970. Her two children were born here and attended the primary school in Wells. Christine was Clerk to the Wells Harbour Commissioners from 1974 to 1994 and became the first woman Harbour Commissioner in Wells. She completed her law degree at UEA and her law finals in London, and then joined local law firm Hayes and Storr, where she worked as a solicitor, from 1994 onwards in the property and private client departments. She became a partner of Hayes and Storr in 2001 and then subsequently became head of the private client department, which spread over five offices. She retired from the law in 2012, and has enjoyed the freedom to garden, travel and spend time with her grandchildren since then. Christine has joined the Board of Homes for Wells and the Allocations Sub-Committee.

#### **JIM FERGUSSON**

Jim Fergusson, now retired, was formerly a certified accountant, fruit farmer and cider maker. He has been involved with Homes for Wells as a Board member and treasurer for 6 years. Jim is a member of the Finance sub committee.

#### **GEOFF FINKEMEYER**

Geoff's career spans 35 years in the corporate sector. His role has included financial and company directorships. Geoff is Chair of the Allocations Committee.

#### **MARCUS FRENCH**

Marcus French is the owner and director of Wells' fish and chip shop, French's. He is also Treasurer of Wells Scout Group and a committee member of the Wells Lighting Fund. Marcus is Chair of the Housing sub- committee of Homes for Wells.

**CAROL JENNINGS**

Carol Jennings is a retired head teacher of Wells-next-the-Sea Primary and Nursery School. She is now volunteer for local organisations including Wells action for Fairtrade and Screen-next-the-Sea. Carol has extensive management experience having been a Headteacher of two different schools for 12 years. She chairs the Allocations Committee of Homes for Wells and deals with grant applications and policy reviews. Carol is Vice-chair of HfW.

**DUNCAN MARSHALL-ANDREW**

Duncan Marshall-Andrew, now retired, was formerly a member of the Chartered Institute of Builders and an Associate member of the Institute of Chartered Arbitrators. He has been a director of a building firm and has also been director of a project managing firm. Duncan is responsible for the new building at the Norfolk Hospice. He is a member of the Housing sub-committee of Homes for Wells.

**STUART RANGELEY-WILSON**

Stuart Rangeley-Wilson, now retired, was formerly Operations Director of IBM UK and of several subsidiaries. He has been a Director of Major Projects and a Marketing Director. Stuart chairs the Finance sub-committee of Homes for Wells.

**LYNN WATSON**

Lynn & Alex Watson moved to Wells in 1993 and Lynn has spent the last 22 years volunteering in Wells. Originally as a volunteer driver with Heritage House then House Committee with Wells Sailing Club and now seven years with Homes for Wells. Lynn was previously a Financial Consultant and College Lecturer.

**Non-board members****CLAIRE SANDS**

Claire worked in estate agency in Wells for 6 years prior to having her daughter in 2006. Since then she has been working and continues to work for a local family building company. When the opportunity to work with Homes for Wells arose the aspects which interested her the most were property, Wells and the community. Claire is an active member of Creake Drama Group, a member of the North Creake

Village Hall committee and the secretary for the North Creake Christmas lights committee.

## **STEVE TUCK**

Following 35 years service in the Army, Steve has lived in Wells for the last 15 years. A well known man locally Steve previously volunteered with Homes for Wells and has now returned as the Housing Agent. Steve is also a co-opted member of the Allocations Committee.

### **Board Members Terms of Office**

Board Member	Date Elected	Re-elected/ Due for re-election	Term due to finish
Jim Fergusson	2008	2012 2015	2017/2018?
Marcus French	2008	2014	2017/2018?
Carol Jennings	2011	2014 2017	2020
Geoff Finkemeyer	2015	2018 2021	2024
Duncan Marshall Andrew	2008	2013	2017/2018?
Stuart Ranglely Wilson	2012	2015 2018	2021
Lynn Watson	2010	2013 2016	2019
Christine Abel	2015	2018 2021	2024

## **How Homes for Wells is Financed**

Homes for Wells' developments and purchases have been financed through donations, legacies, fund raising activities, loans and grants.

As Registered Providers of Social Housing, and Homes and Communities Agency (HCA) Investment Partners, Homes for Wells has been grant funded from the HCA and North Norfolk District Council for the development of The Old School.

Grants have also been received from the Norfolk Community Fund, Wells Town Council and The Tudor Trust.

Typical fund raising events are special meals, raffles, activities during Carnival Week, Bring and Buy Sales, manning the charity car park in Wells, Open Gardens and musical entertainment.

Homes for Wells' running costs are met from affordable rents which are capped by the level of Local Housing Allowance. Affordable Rents at the Old School include a service charge.

The geographical areas within which the Local Housing Allowance is calculated by the Government are known as Broad Market Areas (BRMAs). The BRMA for Central Norwich and North Norfolk Local Authority does not cover the area of North Norfolk west of Salthouse. Wells-next-the-Sea is within BRMA of West Norfolk. The Local Housing Allowance for West Norfolk is lower than that of Central Norwich and North Norfolk.

## **INSURANCE**

Homes for Wells Board members are insured against damage caused by management negligence.

## **Properties owned by Homes for Wells**

### **Southview, Burnt Street, Wells-next-the-Sea.**



Southview is a single storey two bedroomed house situated in a large garden bought by Homes for Wells with help from a second home owner in Wells.

The house is a of non-standard construction a report for which is available in the office

### **Wanderers, Jolly Sailor's Yard, Wells-next-the-Sea.**



Wanderers is a three bedroomed traditional cottage situated in a quiet lane. It was left to Homes for Wells by a generous benefactor.

**22a Northfield Way, Wells-next-the-Sea.**



This is a two bedroomed first floor apartment bought by Homes for Wells with money donated by a local developer

**1-10 The Old School, Polka Road, Wells-next-the-Sea.**

This Grade 2 listed building was original a school which then became a Norfolk County Council Field Study Centre. This was bought by Homes for Wells in 2013 and converted into 4 one bedroomed, 5 two bedroomed and 1 three bedroomed apartments.



**The Caretaker's Cottage, Polka Road, Wells-next-the-Sea.**

This building, situated on the site of The Old School, has three bedrooms and front and back gardens.



**Properties held by Homes for Wells on a long lease.**

**Campden Cottage, Freeman Street, Wells-next-the-Sea.**



This two bedroomed terraced cottage has been given to Homes for Wells by a generous benefactor who is a second homeowner in Wells, for a period of 5 Years which was renewed in 2014. The rents are solely for the use of Homes for Wells.

#### **4 Westfield Avenue, Wells-next-the-Sea**



This three bedroomed semi-detached house has been leased to Homes for Wells for ten years by a couple who run a business in the town. It has a front and back garden. All the rents during the ten year period are for the sole use of Homes for Wells.

### **Properties managed by Homes for Wells**

Although this is not a service that Homes for Wells any longer offers, one privately owned property, 'Hopton' in Wells-next-the-Sea will be managed by Homes for Wells until the current tenants move on.



Homes for Wells offers a **Tenant Finding Service** to private landlords who are willing to let their properties at an affordable rent. Homes for Wells is able to put applicants from the HfW waiting list in touch with private landlords but does not recommend individuals, take up references, arrange viewings, issue tenancy agreements or manage the letting. Homes for Wells does not enter into any contractual obligations and the private landlord does not pay a fee. The Tenant Finding Procedure, outlining clearly Homes for Wells' role can be found on Dropbox.

