Appendix 1

Spadesbourne Homes Limited Finance and Governance Action Plan as at End July 2026

Action Point	Action Required	Lead Officer	Timescale	Rating	Updates	Position	Comments
1	Confirm the existence of a Shareholder Agreement and review/update as appropriate.	Principal Solicitor	End June 2026	Green	The Shareholder Agreement was produced and signed in November 2023. Schedule 2 of the Agreement contains the Shareholder Reserved Matters. Cabinet on 10th December 2024 noted the Table of Reserved Matters for the Shareholders Committee and approved the terms of reference for the Shareholders Committee. The Agreement has been reviewed and is confirmed as up to date.	Complete	Review periodically to ensure continued relevance.
2	Confirm allocation of Company Secretary duties to a named individual and ensure Companies House notifications are directed appropriately.	Principal Solicitor	End June 2026	Green	Spadesbourne Homes Director Doug Henderson will be appointed as Company Secretary. Company House notification of returns to be automatically sent to and returned by the Company Secretary.	In Progress	Company House notifications to be monitored by Spadesbourne Homes Board.
3	Establish accountancy support arrangements, including SLA, recharge mechanism and attendance at Board meetings. Consider external audit/accountancy support alignment.	AD Finance & Customer Services	End June 2026 Sept 2026	Green	External Accountants, Brindley's Accountants, procured. Brindley's Accountants will produce future quarterly finance reports for consideration by the Board and the Shareholders Committee. There is no requirement for the accounts to be externally audited as it qualifies as a small company. It also has oversight by the Council deeming the risk low. External audit is therefore not recommended by the S151 Officer.	Complete Complete	
4	Review status of dormant accounts filed in February 2025 and clarify VAT position.	AD Finance & Customer Services	End June 2026	Green	The status of dormant accounts filed in February 2025 has been reviewed. A Change of Accounting Reference Date form was filed with Companies House to amend the year end to 31 March to align it with the Council year end. Dormant accounts were filed for Spadesbourne Homes for the year ending 30 September 2024. As a result of this change, the next set of statutory accounts covers an extended	Complete	

					accounting period from 1 October 2024 to 31 March 2026 (18 months). These will be filed before 30 September 2026. VAT position clarified with appointed accountants and the company is being de-registered for VAT.		
5	Develop and implement a rental increase policy and report proposals to the Shareholders Committee.	Directors (MB)	End July 2026	Amber	The new Renters Rights Act 2025 has brought about the following changes and legal responsibilities to private landlords: • Rent increases are limited to once per year • Increases must reflect open market rent, not a fixed index such as RPI • Two months' notice is now required (previously one month) • Robust, comparable market evidence must be obtained and retained • Tenants may challenge increases via the First-tier Tribunal (FTT) • If an increase is disputed, it does not take effect until the tribunal has ruled, even if upheld As a commercial venture, rents will be increased to reflect open market rent. Spadesbourne Homes Ltd has produced a Policy that reflects the above and following consultation with the Council, the Policy will be updated by the Board.	In progress	
6	Develop a formal recharge policy and agreement setting out the basis of charges made to the company.	Directors (JW)	October 2026	Amber	The schedule of support services in the shareholders agreement has been reviewed. SLAs are to be developed.	In Progress	Support is being sought from Officers that developed similar SLAs for Rubicon in Redditch.
7	Produce a planned repairs, maintenance and compliance programme with associated costs.	Directors (MB)	August 2026	Green	It has been agreed that the Managing Agent will develop a long-term asset management plan.	Complete	.

8	Develop a clear repairs responsibility policy for tenants, the Council and any managing agent.	Directors (MB)	End June 2026	Green	This has been reviewed and a policy is not required because the existing Tenancy Agreements and the Agreement between the Council and Principle (Managing Agent) already clearly set out everyone's responsibility.	Complete	
9	Consider recommendations contained within the governance review and implement agreed actions.	Directors (JW)	January 2026	Amber	Finance and Governance Action Plan produced with lead officers and timescales clearly set out. All actions to be completed by January 2027.	Ongoing	Progress to be monitored via updates to the Shareholder Committee.
10	Identify and deliver training requirements for Company Directors.	Principal Solicitor	Sept 2026	Amber	Governance training quotations sought from external providers. External solicitors appointed to undertake the training which is being delivered in August 2026.	In Progress	Training to be provided as any new Directors appointed.
11	Determine appropriate future accounting policies and review treatment of the £50,000 loan, including subsidy compliance requirements.	AD Finance & Customer Services	Sept 2026	Amber	Advice and guidance sought from the Council's Treasury Management Advisors. The £50,000 loan will be reflected in the next set of accounts including interest payments. A loan Agreement is to be drawn up to confirm this position before 30 September 2026.	In Progress	