



PORTSMOUTH ROTARY HOUSING
ASSOCIATION LIMITED

Annual Report
2007

*The Portsmouth Rotary Housing Association provides sheltered housing
for people over sixty years of age who are in need of rehousing for
reasons of health or current living conditions*

Board Members

David Marshall (*Chairman*)*

John Batty (*Vice Chairman*)*

Miss Val Brain*

John Brogden

Roger Devonshire

Stephen Downham*

Reginald Gardner

John Hutchings

Thomas Misson

Dr John Owen

Geoffrey Palmer

Miss Irene Robins *

David Thomson*

Mrs Eve White

Richard Perry (*Financial Advisor*)

David Russell (*Solicitor*)

Graham Cole (*Secretary/Chief Executive*)

Anthony J Smyth (*Housing Manager*)

Mrs Loraine Atkins (*Assistant to Secretary/Housing Manager*)

**Members of the Finance and General Purposes Committee*

Accountants:	Morris Crocker, Station House, North Street, Havant, PO9 1QU
Auditors:	Jones Avens, Piper House, 4 Dukes Court, Bognor Road, Chichester, PO19 8FX
Solicitors:	Blake Laphorn Tarlo Lyons Kings Court, 21 Brunswick Place, Southampton. SO15 2AQ
Bankers:	National Westminster Bank plc, 130 Commercial Road, Portsmouth PO1 1ES
Investment Advisors:	Brown Shipley Co. Ltd., Founders Court, Lothbury, London EC2R 7HE
Insurance Brokers:	Farr PLC, Fenton House, 85-89 New London Road, Chelmsford, CM2 0PP
Registered Office:	Station House, North Street, Havant, PO9 1QU
Administrative Office:	13 Grove Road South, Southsea, PO5 3QR Fax/Phone: 023 9275 4791 Email: aismyth@drha.co.uk



CHAIRMAN'S FOREWORD

On behalf of the Board of the Rotary Housing Association, I have much pleasure in introducing the 2007 Annual Report.

Last year the Board established plans for the development and improvement of the Association's activities, and, in particular, it saw opportunities for new build of accommodation at both Harrison House and Charles Clark House.

During 2007, the Board set out to implement these plans and, at the same time, progress the work for upgrading the apartments in Charles Clark House. We experienced significant unexpected setbacks, with the loss of the appeal on the Harrison House planning application and the rejection of the original plan for Charles Clark House. With both, we obtained high quality professional support so the failure to make progress was a major disappointment. However, a revised plan at Charles Clark was approved by the City Council Planning Committee so we have continued work on this project, with the hope that construction work will commence later in 2008.

The progress we have made during the year in developing the Association's activities have confirmed the need for the changes made to the management organisation. Our Housing Manager, Anthony Smyth, and Loraine Atkins have continued to maintain a high standard in dealing with the day-to-day management of the properties, with Chief Executive Graham Cole concentrating on the development plans, and employing his skills to co-ordinate activities between the Association and a wide range of external agencies, work which requires considerable patience and perseverance.

I am very grateful to the many other individuals who undertake work on behalf of the Housing Association, who I have referred to in previous Annual Reports. My thanks to Board members and professional advisers for their total commitment to the achievement of our aims in providing quality accommodation for the residents. Particular thanks go to Board member Reg Gardner for the time he has given to his role as the Internal Examiner, applying considerable diligence to the examination of our financial procedures. The Scheme Managers, as part of their work within the larger houses, have been meeting as a group to exchange experiences and ideas and this can only be beneficial to their work in providing a caring environment for the residents.

The development plans that the Board has approved met with some opposition from tenants, they expressing the clear view that the current situation is very satisfactory. We have explained to staff and residents that, in our view, the changes are essential for the longer term viability and survival of the Housing Association. Without the changes, the quality of our housing units will not meet the future needs of tenants and we will therefore encounter greater difficulty in attracting new people in. We cannot afford to let such a situation develop over the next few years.

I am very grateful to all members of the Board for their continuing support in our efforts to serve the local community through the work of the Rotary Housing Association.

David Marshall
Chairman

THE ASSOCIATION



The Portsmouth Rotary Housing Association was founded in 1969 and is an Exempt Charity. It was formed under The Industrial & Provident Societies Act of 1965 No 18951R to provide sheltered housing and associated amenities for elderly persons and currently owns four purpose built blocks within the city comprising 102 flats (93 singles and 9 doubles). Each block is designed with Scheme Managers' accommodation in situ.

An amalgamation with the Portsmouth and District Soroptimist Housing Association in 1990 increased our accommodation by 20 single/studio flats and 5 double flats from four rehabilitated Victorian houses and one purpose built unit. There are no Scheme Managers at these properties.

Members of both the Rotary Club and Soroptimist International participate in the running of the Association, and we welcome membership from the wider community.

THE BOARD

There were no changes in Board membership during the year and I am pleased to publicly thank the Chairman and the Board for their encouragement of our plans and in their appreciation of what we are trying to achieve.

TENANCIES

11 flats became available during the year and these were used to accommodate applicants from the Association's waiting list or in response to advertisements placed in the local paper. The average length of time that a unit remained unoccupied was 4.8 weeks and this period is used to ensure that accommodation is in a first class condition before being re-let. There were 4 vacancies at the year end.

Thanks to British Telecom who each year run a 'Community Connections' programme a brand new computer was installed during the year at Woodpath House for the benefit of the residents. In addition to providing the equipment free of charge, BT has also donated 12 months Broadband internet access. This allows access to the internet, emails etc. Already residents are finding this useful in keeping in contact with their families and friends.

SCHEME MANAGERS

With a constant updating of legislation, the role of the Scheme Manager has changed over the past few years and has moved away from the 'good neighbour' role to that of a multi-skilled professional.

Portsmouth Rotary Housing Association Scheme Managers perform a variety of tasks necessary to ensure the smooth running of the scheme. These tasks include:-

- Reporting and oversight of the maintenance requirements of their property
- Compliance with ever changing statutory regulations particularly with regard to Health & Safety
- Managing crisis situations such as heart attacks and falls
- Regular checks to ensure the correct operation of fire alarms, emergency call systems etc
- Dealing with other professionals i.e. doctors, health visitors, carers etc
- Encouraging a successful social activity programme
- Advising on personal problems
- Liaising with family members of residents where necessary

There are however some tasks which the Scheme Managers are not able to undertake, for example:-

- Day to day care of individual residents.
- Nursing or other medical requirements. If regular treatment is required they will be happy to advise residents and their families how to access the service required. They are not allowed under any circumstances to administer drugs or medicines

- Scheme Managers are not there to carry out domestic chores for residents such as shopping, cleaning, cooking etc although they will endeavour to assist a resident to do these things for themselves.
- Scheme Managers are not allowed to lift residents who have fallen over but will, if required, summon appropriate assistance.

The Board of Management gratefully acknowledges the dedication, care and high quality of service to residents that the 4 Scheme Managers bring to their respective schemes.

MAINTENANCE

Planned maintenance and refurbishment is undertaken to keep our properties in a habitable condition and remains a strategic part of the Association's commitment to improving services for our residents.

The organisation is striving to achieving significant modernisation in line with the Housing Corporation's Decent Homes programme and, where possible, to exceed the Corporation's guidelines.

Planning approval has been granted for the construction of 5 one person flats to be sited on land at the rear of Charles Clark House and, when complete, the accommodation within this single storey building will permit five residents to be relocated into new flats and thereby enabling the staged conversion/refurbishment of the existing house to commence immediately upon completion of the new building.

Whilst the Board recognises that this work is unsettling for residents, it should be remembered that the programme is designed primarily to improve their quality of life and accommodation although ultimately, it is not expected to lead to any significant increase in the number of units managed.

ADMINISTRATION

The office has now seen a full year's benefit following the appointment of Anthony Smyth as Housing Manager, whilst I continue to concentrate on future development of the Association's properties. Meanwhile, Mrs Atkins remains an integral part of the team.

The Communities for Local Government (CLG) continues to take a keen interest in Housing Association matters which necessarily has meant no let-up in Regulatory requirements. Where possible, we make improved use of technology to mitigate the impact of outside influences, particularly in electronic submission of returns and the raising of purchase orders

The Association's work is based around building relationships with our residents to meet more of their needs and, during the year, a number of residents expressed their gratitude.

Engaging with residents is critical to improving relationships and with almost 80% of residents responding to our latest survey it is clear that there is continued overall satisfaction with office administration and the handling of their repair needs. This also reflects the good working practices established with contractors.

I take this opportunity to thank all my colleagues for their energy, enthusiasm, and commitment, which are driving us on despite the uncertainties that come with change. As well as keeping up standards, everyone is playing a vital part in the success of our team effort.

Graham Cole

Chief Executive



Woodpath House, Woodpath, Southsea
(20 studio flats)

House Chairman - Dr John Owen
Deputy House Chairman - Tom Misson
Scheme Manager - Bernice Oram



Lindsey House, Richmond Rd, Southsea
(20 studio flats, 5 double flats)

House Chairman - John Hutchings
Deputy House Chairman - Dr Joan Jenkins
Scheme Manager - Sue Bostock



Charles Clark House, Apsley Road, Portsmouth
(25 studio flats, 2 double flats)

House Chairman - John Brogden
Deputy House Chairman - Miss Val Brain
Scheme Manager - Margaret Cook



Harrison House, Stamshaw Rd, Portsmouth
(28 1 bed flats, 2 double flats)

House Chairman - Roger Devonshire
Scheme Manager - Christine Beckett

SOROPTIMIST HOUSES

House Chairman - Miss Irene Robins
Deputy House Chairman - Mrs Eve White



Edward House, 79 Southampton Rd, Fareham
(2 flats for couples)



Stacpoole House, 60 Southampton Rd, Fareham
(5 studio flats/1 single flat)



Elidor House, 14 Harrison Rd, Fareham
(2 studio flats, 2 double flats)



Stratton Lodge, 11 Campbell Rd, Southsea
(5 single flats/studio flats, 1 double flat)



Surrey House, 13 Victoria Road North, Southsea
(4 Studio flats / 3 Single flats)

THE ASSOCIATION'S FINANCES

This year the Association produced a reduced operating surplus after investment income and finance costs amounting to £90,146 (2006: £169,121). A major repairs expenditure increase to £62,764 (2006: £16,658) and abortive development costs of £60,444 on the proposed Harrison House development were the principal reasons for the surplus reduction.

The surplus for the year has increased the Association's cash and money market investments to £1,905,911 (2006: £1,786,651). The Association's investments withstood turbulent stock market conditions to hold at £394,162 (2006: £383,966). With the Association's cash and investments totalling over £2 million and with asset equity to offer as security for borrowing, the funding of future developments and refurbishment projects should be manageable in these difficult times.

A copy of the full audited financial statements is available from the office. Extracts from the financial statements are set out below:

INCOME AND EXPENDITURE ACCOUNT for the year ended 31 December 2007

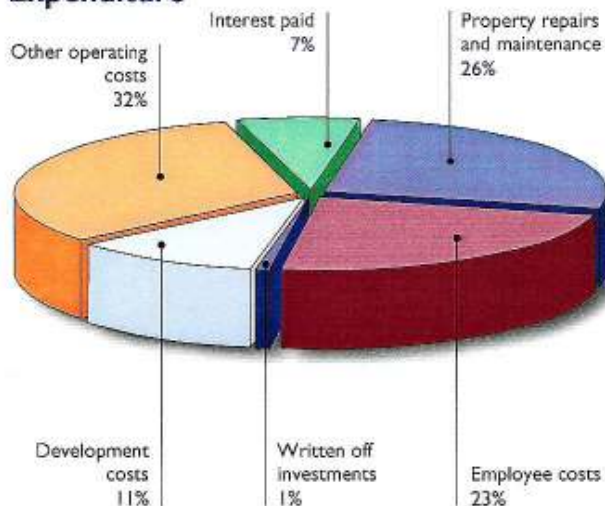
	2007 £'000	2006 £'000
INCOME		
Rent and Service Charges	531	495
Investment Income	11	10
Surplus on Disposal of Investment	3	3
Interest Received	103	79
	<u>648</u>	<u>587</u>
EXPENDITURE		
Employee Costs	130	131
Property Repairs and Maintenance	146	112
Development Costs	60	-
Other Operating Costs	179	139
	<u>515</u>	<u>382</u>
Amount Written off Investment	5	2
Interest Paid	38	34
	<u>558</u>	<u>418</u>
Operating Surplus for Financial Year	90	169
Transfer from/(to) Reserves:		
Other Reserves	-	1
Revaluation Reserve	20	14
	<u>20</u>	<u>15</u>
Surplus for Financial Year after Transfer from/(to) Reserves	110	184
Retained Surplus at 1 January 2007	1,677	1,493
	<u>1,787</u>	<u>1,677</u>
Retained Surplus at 31 December 2007	1,787	1,677

BALANCE SHEET

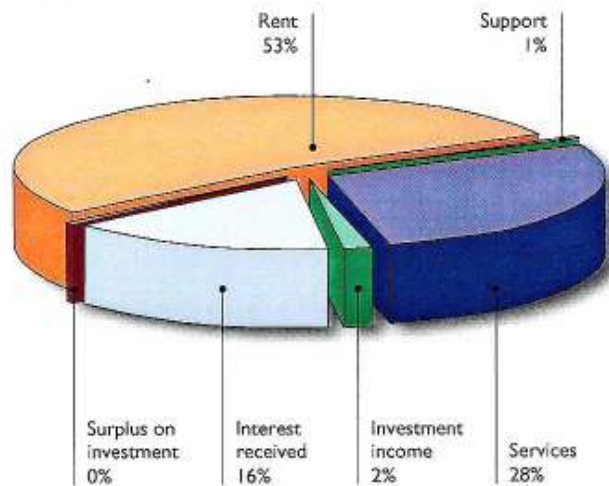
as at 31 December 2007

	2007	2006
	£'000	£'000
ASSETS OF THE ASSOCIATION		
Housing Properties net of Social Housing Grant	513	528
Other Fixed Assets	3	2
Investments	394	384
TOTAL FIXED ASSETS	<u>910</u>	<u>914</u>
CURRENT ASSETS		
Debtors	20	12
Cash at Bank and in Hand	1,906	1,787
Creditors	(38)	(38)
TOTAL ASSETS	<u>2,798</u>	<u>2,675</u>
Financed by:		
Loans	190	190
Recycled Capital Grant Fund	389	371
Shares/Designated Reserves	432	437
Income and Expenditure Account	1,787	1,677
	<u>2,798</u>	<u>2,675</u>

Expenditure



Income



BUSINESS PLAN

The Association operates 127 units, 25 of which are Category 1 and the remaining 102, are Category 2 warden controlled, new build developments. At present, Portsea Island and the surrounding area is well provided with scheme manager controlled accommodation. There are no plans at present to purchase further Category 1 properties or develop other areas of expertise.

The Board plans:

- To maintain a programme for replacement of furniture and equipment.
- To carry out quality improvements which result in the tenants' enhanced well-being in line with Housing Corporation guidelines.
- To maintain properties at a high standard and upgrade them, where possible, beyond the Decent Homes Standard.

Future plans include:

- Continuation of the Development Committee's work covering extension, refurbishment and remodelling of the Association's housing stock.
- Identification and sourcing of development finance, including grant funding where possible.
- Building high quality homes that are well designed and make best use of land within the grounds of existing properties including the construction of 5 one person flats on land at the rear of Charles Clark House.
- The use of modern methods of construction and, where possible, achieving Eco Homes rating of "Very Good".

Expenditure in line with the above plans will be financed from annual surpluses and allocations from Reserves together with some borrowings through external sources.

Meanwhile, the Association has no specific plans for expansion by merger or acquisition.

The Board will continue to consider any new situation arising, notwithstanding the broad terms of the business plan set out above.



**PORTSMOUTH ROTARY HOUSING
ASSOCIATION LIMITED**

Tel: 023 9275 4791

E-mail: gecolo@prha.co.uk

Correspondence should be addressed to:

The Secretary

13, Grove Road South, Southsea. PO5 3QR