

**Minutes of the FCHS Board Meeting  
held at 6pm on the 8<sup>th</sup> December 2020  
via Zoom Conference**

Attendees	Role
Alex Heslop (AH)	TMI Team Southwark
Teddy Amoyaw (TA)	Treasurer
Abiola Olatunji (AO)	Interim FCHS Estate Manager
Denilson Barduche (DB)	Board Member
Vanessa Shone (VS)	Secretary
Oteng Asabre (OA)	Board Member
Patricia Strobino (PS)	Chair
Kathy Atkins (KA)	Board Member
Apologies	Role
Sara Brown	Board Member
Kenneth Higgins	Board Member

Item	Agenda Item	Action
1	<b>Welcome and introductions</b>	
2	<b>Apologies and Attendance Monitor</b>	
3	<b>Declarations of interest</b> Major works are taking place across the whole estate and Fire Safety works are currently taking place in Devon Mansions/Hartland House.	
4	<b>Minutes of previous meeting held on the 10<sup>th</sup> November 2020</b> The minutes were agreed as an true record	
5	<p><b>Matters Arising</b></p> <ul style="list-style-type: none"> <li>• OA was present at the November meeting</li> <li>• AO now has proposed dates for sub-committee meetings in January 2021.</li> <li>• AO has spoken to the TMI Team and ward councillors about the board's decision concerning the Chubb arrangement. Councillors have asked to be kept up to date.</li> <li>• AO will contact both Chubb and Southwark Council early in the New Year.</li> </ul> <p>Blaise Lambert's training information has been circulated to everyone via email.</p>	<b>AO</b>

<p>6</p>	<p><b>Housing Services</b>  <b>a) Q1 Monitoring Report (Q1 &amp; Q2 YTD - April to October 2020/21)</b></p> <p>There has been a downward spiral of performance in the area of rent collection across all TMOs as well as the Council – due to the pandemic and the subsequent government guideline which halt all rent recovery work by officers.</p> <p>The TMO has been involved with the management of a complex disrepair case. This is now being brought to a closure with related costs to be recharged to LBS.</p> <p>AO to invite the major works contractors to join our board meeting in February 2021.</p>	<p><b>AO</b></p>
<p>7</p>	<p><b>Environmental</b></p> <p><b>a. Major works update - LBS</b></p> <ul style="list-style-type: none"> <li>• St Olave’s Estate has lost a large amount of parking spaces due to the major works/scaffolding – thus the source a number of complaints from residents. AO expressed disappointed that a resolution only came about following his strongly worded email to Council Officers with local ward Cllrs copied into the same. .</li> <li>• A recent residents meeting also highlighted concerns around noise originating from ongoing external works and the use of radio, swearing and excessive shouting by workers. This will be addressed by the Supervisor said they would speak to the contractors the following morning.</li> </ul> <p><b>b. Accidents, incidents and near misses – none</b></p>	
<p>8</p>	<p><b>Community Engagement</b>  <b>a) Residents communication</b></p> <ul style="list-style-type: none"> <li>• Board members to be briefed ahead of the development of a newsletter to residents</li> <li>• 2 or 3 champions was sought to lead on this so that it’s a collaborative effort.</li> </ul>	<p><b>All</b></p>

<p><b>9</b></p>	<p><b>Governance</b></p> <p><b>a. HR Sub-Committee - update</b></p> <ul style="list-style-type: none"> <li>• The next meeting is on the 21<sup>st</sup> January 2021 at 6pm.</li> </ul> <p><b>b. Finance and Procurement Sub-Committee – update</b></p> <ul style="list-style-type: none"> <li>• The next meeting is on the 28<sup>th</sup> January 2021 at 6pm. PS to attend as Chair.</li> </ul> <p><b>c. Correspondence</b></p> <ul style="list-style-type: none"> <li>• AH asked us to look at the Internal Audit report. These audits take place every 5 years and identify good practice as well as risks.</li> <li>• As we’re working on a new MMA it would be a good time to review all policies and procedures.</li> <li>• Finance subcommittee to consider report in detail at its next meeting</li> </ul> <p><b>d. Communal decoration at Devon Mansions report/update</b></p> <ul style="list-style-type: none"> <li>• Preparatory work to would support the delivery of the communal internal decs programme across Devon Mansions is underway by the TMO appointed consultant – Calfordseaden</li> <li>• Works will only commence after the completion of the council’s QHIP scheme</li> </ul> <p><b>e. Committee training and development with Blaise Lambert</b></p> <ul style="list-style-type: none"> <li>• This was generally found to be very useful by all in attendance. There will be more training in the future for the board and operational team.</li> </ul> <p><b>f. Annual planner</b></p> <ul style="list-style-type: none"> <li>• Over the coming months, the organisation’s annual planner will be updated to reflect the range of activities/events delivered by the TMO over the period of a 12 months period.</li> </ul>	
<p><b>10</b></p>	<p><b>Report back from Council and other meetings</b></p> <ul style="list-style-type: none"> <li>• <b>Southwark Tenant Management Organisation Committee</b> - deferred from November 2020 due to a number of outstanding reports such as Disrepair</li> <li>• <b>London Bridge and West Bermondsey Ward panel</b> - 2<sup>nd</sup> December 2020 meeting deferred due to policing requirements</li> <li>• <b>Potters’ Fields Park Management Trust</b> - AO to forward email on to KA introducing her to the group</li> <li>• <b>North West Housing Forum</b> - PS will be attending tomorrow’s meeting</li> </ul>	

11	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>The TMO received an offer of a textile recycling unit sited at St John's Estate by Veolia.</li> </ul> <p><b>Decision</b></p> <ul style="list-style-type: none"> <li>After careful consideration, the board felt this would be inappropriate for the proposed location. AO to communicate decision.</li> </ul> <p>TA enquired about the elderly residents who won't be going to the Christmas lunch this year.</p> <p>AO confirmed that arrangements are underway for residents over the age of 60 to receive a greeting card and a voucher – to be funded through a successful grant application</p>	AO
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**Date of next meeting:** Tuesday 9<sup>th</sup> February 2021