

**Minutes of Meeting of the Board
held at 6.30pm on Tuesday 7th June 2016**

Attendees	Role
Teddy Amoyaw (TA)	Chair
Vanessa Shone (VS)	Member
Jon Harford (JH)	TMO Manager
Victoria Maduaka(VM)	FCHS Service Improvement Manager
Tim Gadd(TG)	Treasurer
Seval Tahsin(ST)	Board Member
Tracy Stedman (TS)	LBS Monitoring Officer
Alika Agidi-Jeffs (AAJ)	Board Member
Apologies	
Christine Nicholls	Secretary

No	Agenda Item	Action
1	Welcome and introductions and Attendance Monitor	
1.1	Teddy Amoyaw, Chair, welcomed everyone to the meeting.	
1.2	JH had an Attendance Monitor from January 2016 to date. There were 5 board members who had missed 6 consecutive meetings inclusive of tonight's meeting and they will no longer be allowed to serve on the board as per our Rules. JH will write to these people to let them know. One of these board members turned up at 7.30pm so the 4 board members who will no longer be allowed to serve are: <ul style="list-style-type: none"> - David Monaghan - Inocente Novo - Ifra Khan - Emily Dent 	JH
1.3	JH suggested looking for new people to co-opt at the Big Lunch and would like to see people who can contribute skills and/or knowledge without having to sit on the board. They would be a valuable asset to the business.	
2	Apologies	
2.1	Christine Nicholls, Secretary, was unable to attend this meeting and Vanessa Shone took the minutes.	

3	Declarations of interest None	
4	Minutes of meeting held on the 3rd May 2016 These were agreed as a true record.	
5	Matters Arising	
5.1	It was requested that details of the action be put into the action column alongside the initials of the person responsible.	
5.2	Item 5.2 TA asked for an update on the meeting. JH met with Keegans prioritising Devon Mansions where works are required inside of the block. There is external structure work needed to some of the flues but we are waiting to hear from Southwark Council about these. SC said they were unaware of the situation concerning the flues. JH sent a report to Ferenc Morath, Investment Manager, two days ago and Ferenc will make the decision on what the council can do for us.	FM
6	Community Development: Updates	
6.1	Royal Big Lunch 76 wristbands have been given out so far. There is seating for 350 people in the picnic area by Tower Bridge. Volunteers should come to the office at 11am on Sunday morning to help out.	
6.2	Outcome of Tenants and Residents Social Improvement Grant application This application fell down on where we didn't consult. JH will forward the feedback to board members. He challenged the decision and they looked at it again.	JH
7	Planning	
7.1	Summary of outcomes and issues form business planning workshops	
7.2	JH will send business planning information to date to the 8 board members and will copy in TS.	JH
7.3	TG will not be available to attend the next workshop on the 21 st June. JH to email Tom Hopkins to ask what is required from the Treasurer at the workshop.	JH

7.4	Update on performance against probationary and annual action plan	
7.5	This document will be looked at when there are more people here.	
8	<p>Manager's Report</p> <p>8.1 JH went through this document. He is currently working on interim workplans so that staff have a steer on what we want them to do. We also need to increase the number of trades we cover.</p> <p>8.2 David Johnson will be going on a Domestic Energy Assessor course and can then offer that service when he visits people in their homes. He should have his certificate and be ready for when the temperature drops in the autumn. He can update our database as he visits properties.</p> <p>8.3 JH said that if agency staff applied for a permanent role they would then receive training in various things.</p> <p>8.4 Procedures are being updated and reviewed. They will then come to board meetings to look at and then go onto the shared drive.</p> <p>8.5 Peninsula are mainly focussing on our Health & Safety management at the moment. He wants to prioritise the really urgent stuff.</p> <p>8.6 JH picked up on empty homes when he moved here although we have not had any this year. When we get the next one he wants Canduns to follow the council procedures and in future is seeking to do these works in-house. We need to chase Southwark Council where they are doing voids works and taking too long.</p> <p>8.7 Void rent waivers - we need to be able to show we've handed things to Southwark Council so that we can:</p> <ul style="list-style-type: none"> a) refer it across b) bring their attention to it c) follow it up <p>8.8 We can then request a rent waiver. TA said we have previously agreed that properties will be brought up to a lettable standard.</p> <p>(at 7.30pm Alika Agidi-Jeffs joined the meeting)</p> <p>8.9 Housing Bill implications - we could lose properties so need to look at our role and maybe ask the council what can be done about this threat to our organisation. We can provide repairs for leaseholders where tenant numbers go down. We need to have a growth</p>	

	strategy to fit in with our core function is as a housing management company.	
8.10	Repairs - there is a report on repairs in the Newsletter. Repairs feedback is coming in either in-house or from the contractors. We're looking at expanding the in-house resource and Maurice is going on a Carpentry Course in August 2016.	
8.11	TG queried why the Tenants' Handbook is not given to leaseholders. JH said that we need to have a Residents' Handbook and to offer leaseholder repairs in there.	
8.12	Jeremy Boas's details can go on the FCHS website with his permission.	
8.13	We have vulnerable residents who may not have web access or who may be on Universal Credit. JH said that we are working closely with the DWP and residents and Southwark Council and Leathermarket JMB. We can make arrangements if tenants fall into arrears. We can make an application for direct payments from the DWP although we would need the tenant's permission and to establish that they are vulnerable before making this approach.	
8.14	VS said that the rent number is not working at the moment and there are problems with the council's new automated switchboard. JH said we will publicise My Southwark accounts so that tenants can go online and track their rent accounts. We will have a link on our website.	Add Link
9	Health and safety No incidents	
10	Any other business Councillor Eliza Mann was very helpful with the recent IT issue and we now have a much faster connection. We had 1.5 weeks without access.	
	There being no further business, the meeting closed at 8.55pm.	