

**FAIR COMMUNITY HOUSING SERVICES**  
**Minutes of the Special Board Meeting**  
**Held at 7.00 pm on 01.03 2016**

<b>Attendees</b>	<b>Role</b>
Teddy Amoyaw (TA)	Chair
Christine Nicholls (CN)	Secretary
Jon Harford	Estate Manager
Helen Cadwallader (H.C )	Deputy Chair
Tim Gadd	Member
Seval Tahsin	Member
<b>Apologies</b>	
David Goodchild	Member
Vanessa Shone	Member
John Tighe	Guest speaker (Potters Field Park Management Trust)
Tracy Stedman	Monitoring Officer Southwark Council

	The meeting started at 7.00 pm
1	<b>Welcome and Introductions</b>  Helen Cadwallader, Chair welcomed Board Members
2	<b>Apologies as above</b>
3	<b>St John Church Yard</b> Potters Fields has taken over the contract for St John 's churchyard . John Tighe Manager of Potters Field Trust will attend the next Board meeting to talk to the Board about future events and collaborative work .
4	<b>Minutes of previous meeting</b> Agreed and signed by the Chair
5	<b>Matters arising</b> Unauthorised occupancy : Work in progress Jon will meet with Housing Officer to discuss Tracy will follow up the 5 cases with the council Repairs: work in progress Jon will develop an action plan  Declaration of interest: Time will be allocated at the next Board meeting for board members to complete and sign the declaration of interest  Auditor's fee: Owen Ramsay has written to the auditors to inform that the Board was dissatisfied with the increase in the fees. The auditors have declined to decrease their fees .TMO is bound by the decision made at the AGM to continue to use Mc Intyre auditors for 2016-17. Jon will explore other auditors and request quotes for the following year
6	<b>Manager's report</b> Jon reports that the void properties are an area of concern which he will

	<p>address.  We should be reporting compliments as well as complaints  The number of complaints recorded does not appear to match the actual number of complaints made. There is a recording disconnect which needs to be addressed</p>
7	<p><b>Planning</b>  The new business plan is due to be developed; a consultant will be hired to do this piece of work. The timeline is from April to be completed by July for the new business plan to ready for the next AGM  Jon will develop a brief for the work , cost of the work and a timeline  The focus of the new business plan will be on repair services , long term improvement of basic processes between staff and residents</p>
8	<p><b>Governance</b>  To be discussed the next meeting  It was agreed that Board members will be reminded by email of their duties and responsibilities to attend Board meetings regularly</p>
9	<p><b>Community development</b>  A date for the diary  12.06.2016 : The Big Lunch to take place at St John Churchyard</p> <p>Access to funding and grant  HC reports that the Tenant and Residents Initiatives Grant managed by Southwark Council has money available for community groups  The Board unanimously agrees to go forward with the TMO submitting an application in partnership with Avant Gardening and focusing on activities in St Johns Churchyard.  S.T will submit the application on behalf of the Board by 11.03.2016</p> <p><b>10 Finance</b>  Budget is being drafted</p> <p><b>AOB</b>  Danny Preston subcontractor to Southern Gas Network has asked for access to facilities whilst they carry out work in May and June  Will pay £500 for the service  Agreed by Board members</p> <p>Next meeting on 05.04.2016</p> <p>The meeting concluded at 21.00 pm</p>