

Fair Community Housing Services

Minutes of Meeting of the Board Held at 7.00 pm on 2nd February 2016

Attendees	Role
Teddy Amoyaw (TA)	Chair
Christine Nicholls (CN)	Secretary
Vanessa Shone (VS)	Member
Helen Cadwallader (HC)	Deputy Chair
Tracy Stedman (TS)	LBS monitoring officer
Tim Gadd (TG)	Board Member
David Goodchild (DG)	Board Member
Owen Ramsay (OR)	Interim TMO Manager
Apologies	
Seval Tahsin (ST)	Board Member
Inocente Novo (IN)	Board Member
David Monaghan (DM)	Board Member

The meeting started at 7.00 pm.

Nos	Agenda Item	Action
1	<p>Welcome and Introductions</p> <p>Teddy Amoyaw, Chair, welcomed Board Members</p>	
2	<p>Apologies</p> <p>As above.</p>	
3	<p>Minutes of meeting held 5th January 2016</p> <p>One spelling mistake was corrected</p> <p>Minutes were approved as correct and signed by the Chair.</p>	
4	<p>Matters arising</p> <p>Tracy has circulated the information on the In the Driving Seat training programme to all Board Members.</p> <p>Board Members can apply to courses and should keep the Estate Manager informed so that training can be monitored.</p>	
5	<p>Manager 's report</p> <p>Owen Ramsay presented the Manager's report.</p> <p>Rent collection: below the 98% target</p> <p>Action: Owen Ramsay (OR) said he would be meeting with the Housing Officer weekly to focus on the management of rent arrears to improve collection performance and to get back on track by end of March 2016.</p> <p>Repairs: Board members asked about the nature of the repairs</p>	OR

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	<p>and what were the most common type of repairs</p> <p>Action: Owen Ramsay to provide a report to identify trends. Southwark Council can also provide a report on repairs to inform the TMO report</p> <p>Void properties: Owen highlighted that it is in the interest of the TMO to ensure a speedy turnaround of void properties so to maximise income from rents.</p> <p>Action: Board agreed to adopt Southwark Council's "lettable" standard for voids with immediate effect.</p> <p>Unauthorised occupancy: 5 cases have been referred to the Council for legal action, but progress on resolution is has been very slow.</p> <p>Action : Tracy will follow up the 5 cases with the Council</p> <p>Cost spent on activities related to Board members was discussed. Helen Cadwallader said that the membership of the Board was large, currently 12 members. For optimum functioning this membership may need to be reduced to 9 members. Owen pointed out that this issue would have to be presented to Members and discussed at a Special Board Meeting.</p> <p>Number of complaints Owen Ramsay gave some clarification on the nature of the complaints and clarification on the category "Antisocial behaviour". Tracy reminded the Board that the Manager's report must be presented at Board meeting. In her capacity of monitoring officer, Tracy carries out random checks of the TMO processes and protocols.</p> <p>Action: All Board members who have not yet done so are reminded to return their Declaration of Interest and Code of Conduct signed to Owen by the next meeting.</p>	<p>OR</p> <p>OR</p> <p>TS</p> <p>Board members</p>
6	<p>HR Report Helen reported that Jon Harford has been offered the post of TMO Estate Manager and has accepted. Jon will be starting on 22 February 2016.</p> <p>Action: This information will be distributed to residents, advertised on the TMO website and leaflets will be left in the Fair street office.</p>	<p>OR</p>

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8 and 9	<p>Planning and Governance 2 items were deferred to next meeting</p>	
10	<p>Finance</p> <p>It was agreed to refer the Management Accounts to the Finance Sub-Committee for detailed scrutiny. Owen reminded the Board that it needs to start preparing the budget for the next financial year, beginning in April 2016 and the Council will be reviewing the allowance FCHS receives. The TMO is likely to receive less money in 2016-2017.</p> <p>The Council has already informed the TMO that the heating and gas servicing allowance will be reduced from £149 per property to £127, amounting to a loss of £50,000 for FCHS.</p> <p>Funding: United St Saviour Charity has grants for various initiatives which community groups, like FCHS, can bid for OR to contact the lead to come and presentation to the Board</p> <p>The auditors have submitted their fee proposal for carrying out the next audit of FCHS's accounts. There is an increase in the cost. The proposed fee for preparing the accounts is £8,500, which is an increase of £700 (or 9%) compared with last year. There will also be additional costs for tagging and attending Board meetings and the AGM.</p>	OR
11	<p>Action: It was agreed that Owen would write to the auditors and inform them that the Board is dissatisfied with the increase and will be exploring other auditors before the next AGM.</p> <p>AOB</p> <p>Tracy Stedman formally asked Tim Gadd and Christine Nicholls if they were willing to put themselves forward to be co-opted to the Board. Tim Gadd and Christine Nicholls said that they were and were both unanimously co-opted onto the Board.</p> <p>Tim Gadd was unanimously elected as Treasurer. Christine Nicholls was unanimously elected as Secretary.</p> <p>Potters Fields has taken over the contract for St John's Churchyard. Helen Cadwallader will invite the manager to meet and talk to the Board on 1 March 2016.</p> <p>Complaint against a Board Member from another Board Member</p>	OR HC

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	<p>was read and discussed.</p> <p>Christine Nicholls left the meeting at 21.30 pm.</p> <p>Action: It was agreed that the Chair would contact Southwark Council's TMI Team and the NFTMO for advice and guidance on how the Board should deal with the complaint</p> <p>Next meeting on 1st March 2016.</p>	<p>TA</p>
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