

**Minutes of Meeting of the FCHS Board  
held at 6.30pm on Tuesday 28<sup>th</sup> November 2017**

Attendees	Role
Teddy Amoyaw (TA)	Chair
Ina Negoita (IN)	Board Member
Jon Harford (JH)	FCHS Estate Manager
Tim Gadd(TG )	Treasurer
Maeve Campbell	TMI Monitor Southwark
Christine Nicholls (CN)	Secretary
Vanessa Shone (VS)	Board Member
Helen Cadwallader	Vice Chair
Apologies	Role
Victoria Maduaka	Service Development Manager
David Johnson	Repairs Team Leader

No	Agenda Item	Action
1	<b>Welcome and introductions</b> JH welcomed nominees	
2	<p>Item “Term of Office and Review of Rules” was added to the agenda. JH introduced the item at the beginning of the meeting as the information is regarding the duration in office and is relevant to the content of the meeting.</p> <p>JH read the Report to Management on “Term of Office “for Senior Committee Members</p> <p>JH stated that the purpose of this report is to bring to member’s attention the rule change that was passed by the Board and the wider resident membership in 2013 limiting the terms of senior committee officers to 3 years. The proposed rule change was not properly effected (recorded the rule change with the Financial Conduct Authority)</p> <p>The report sets out the potential advantages and disadvantages of such a rule change and asks the committee to decide on an appropriate course of action.</p> <p>Following a discussion, the Board agreed the</p>	<b>Board</b>

	<p>following action</p> <p><b>Action: The members agree that the item “Term of Office “will be looked at in the broader review of the set of rules.</b></p>	
2.1	<p><b>Election of officers</b></p> <p>As her role of LBS monitoring officer, Maeve Campbell temporarily took the Chair and ran the election of the officers to the Board</p> <p>Appointed by elections:  Chair: Teddy Amoyaw  Vice Chair: Helen Cadwallader  Treasurer : Tim Gadd  Vice Treasurer: Ina Negoita  Secretary: Christine Nicholls</p> <p>Home Owner Council : Ina Negoita  STMOC: Vanessa Shone</p>	
3	<p><b>Declarations of interest</b></p> <p>None</p>	
4	<p><b>Governance</b></p> <p><b>a) Audit skills forms for year-end 2018</b></p> <p>4.1 The audit skills form was distributed for each committee members to complete</p> <p><b>Action: New audit skills forms were distributed and are to be completed and returned to CN in one month</b></p> <p>TG has returned the form</p> <p><b>Action:</b> All agreed for the form to be simplified and reviewed for CN to do and consult with HC</p> <p>4.2 <b>b) Declaration of interests for year-end 2018</b></p> <p><b>Action: Declaration of Interest forms were distributed and are to be completed by members and returned to CN in one month</b></p> <p>TG and IN have returned the form</p> <p>4.3 <b>c) Review of the MMA</b></p> <p>Tom Hopkins working for Southwark Council has contacted JH to start planning a review of the MMA.</p>	<p>CN, TA, VS, IN, HC</p> <p>CN</p> <p>CN, TA, VS, , HC</p>

	<p>An initial 3-way meeting is planned for 12/12/2017</p> <p>The Board members stated that the review of the MMA is an opportunity to review the terms of office, the rule about the quorate at AGM and the shareholder's status and rights</p> <p>Plan and suggested timeline for MMA Review as follow:</p> <ul style="list-style-type: none"> <li>• 3-way meeting in December 2017</li> <li>• draft options and plan to be brought to committee in January 2018</li> <li>• draft plan to be included in Business Plan by April 2018</li> <li>• draft plan to be discussed at AGM in October 2018</li> <li>• Implementation and legal changes to follow by December 2018</li> </ul>	Board
5	<p><b>Minutes of Management meeting held on 19<sup>th</sup> September 2017</b></p> <p>The minutes were read and agreed as a true representation and signed by the Chair</p>	
6	<p><b>Matters arising</b></p> <p><b>6.1 a) Draft resident survey</b></p> <p>JH has circulated a draft Residents Survey by email to Board members. The aim is to attach the survey to the Christmas letter which will be sent out to residents.</p> <p><b>Action: Members to give feedback on the Residents Survey by Friday to JH</b></p> <p><b>6.2 b) Fire safety</b></p> <p>At the committee meeting on 11<sup>th</sup> July, it was pointed out that there is timber frame laid horizontally between the floor board in the Devon Mansions. JH reports that there is no change in Southwark Council 's message to residents regarding fire safety in the Devon Mansions. Southwark Council maintains that the level of</p>	All Board members

<p>6.3</p> <p>6.4</p> <p>6.5</p>	<p>risk of fire in the Devon mansions is tolerable. Southwark council is satisfy about the effectiveness of the compartmentalization of flats and</p> <p><b>c) Removal of metal gates in front of flats</b> At the Bermondsey and Rotherhithe Community Council, the Deputy of Housing stated that the metal gates in front of front doors could not be removed unless and until a security door is put in place to secure the flats. JH has had no conformation in writing regarding this policy <b>Action: MC to make an inquiry with Southwark Council and to feedback to JH</b></p> <p><b>d) Short term letting</b> Clarification about the rule is required. JH explained that if a dwelling is used for more than 90 days over a 12 months' period it changes the use of the dwelling from residential to commercial</p> <p><b>e) Utility rooms:</b> The use of the utility rooms was discussed at the meeting in September 2017 but no action was agreed The refurbishment of the utility rooms was originally thought out so bikes could be stored Members acknowledged that there are no simple solutions to this issue. Any solutions are likely to require costly investments and to result in a degree of dissatisfaction and inconvenience for some tenants. <b>Action: JH to bring the feasibility report on the cost of the refurbishment for a final decision to be made</b></p>	<p>MC</p> <p>JH</p>
<p>7</p> <p>7.1</p>	<p><b>Report back from Council and other meetings</b></p> <p><b>a) Area Forum and Home Owner Council</b> IN attended the meeting. £ 10 charges to Homeowner is embedded in the service charge and cannot be recouped</p>	

	<p>The Budget was not approved due a lack of business case. The budget is to be reconsidered and put forward again for approval</p> <p><b>b) Riverside Ward Panel</b>  VS attended the meeting</p> <ul style="list-style-type: none"> <li>a) Drug dealing on the Arnold Estate is being addressed</li> <li>b) Beggars on the North side of Tooley Street is being addressed</li> <li>c) Anti-social behavior by boys on bike is a major problem. Potter Fields Management is engaged in finding a solution</li> </ul> <p><b>c) Potter’s Field Park Management Trust</b>  7.3 HC attended the meeting.  Boys on bike: Potters Fields is a designated area for bikes so changes to the legal framework is being looked at but it is very unlikely to succeed  Potter’s Field Management agreed that the long-term solution is a complex multi-agency approach to include youth worker, social workers, police and local organizations</p>	
<p><b>8</b></p> <p><b>8.1</b></p> <p><b>8.2</b></p> <p><b>8.3</b></p>	<p><b>Manager report and other items</b>  JH read the Manager ‘s report</p> <p>The company “Safetech Design” is working on a new TMO Website</p> <p>JH presented 5 bids for funding at the Bermondsey and Rotherhithe Community Council in November. 2 bids did not go through and will require further consultations. 3 were put forward and the final decisions on those 3 will be announced in January 2018</p> <p><b>Action: Minutes of the AGM 2017 to be discussed at the next meeting for actions to be recorded</b></p>	<p><b>CN</b></p>

8.4	Devon Mansions block 4, 5, 6 and 8 to 13: Entry door systems to be replaced	
8.5	<p>Findings from the consultation for the decoration works on the Devon Mansions stairwells:  50% voted for paint  50% voted for glazed brick work  1 undecided  Southwark is going to complete a structural survey on the Devon Mansions</p> <p><b>Action: TMO to wait for the results of the structural survey before going ahead with the internal decorations on Devon Mansions</b></p> <p>The suggestion is for the TMO to contact an interior designer for advice on the color scheme to guide the decision making</p>	Board
8.6	<b>Action: Finance and procurement meeting deferred to 13/12/2017</b>	Finance subgroup
9	<b>Health and safety</b> Nothing to report	
10	<b>AOB</b>	
10.1	Minutes of 2016 AGM were signed by Chair and to be filed	
10.2	Senior Citizens lunch on 12/12/2017 at Browns. Board members are welcome to attend	
10.3	Board members and staff Xmas dinner: 20/12/2017 venue to be decided	
10.4	CN gave her apologies for February 2018 Board meeting.	
	<p>There being no further business, the meeting closed at 8.45 pm</p> <p><b>Date of next Board Meeting: January 2018</b></p>	All