

**Minutes of Meeting of the FCHS Board
held at 6.30pm on Tuesday 19th September 2017**

Attendees	Role
Teddy Amoyaw (TA)	Chair
Ina Negoita (IN)	Board Member
Jon Harford (JH)	FCHS Estate Manager
Tim Gadd(TG)	Treasurer
Victoria Maduaka	FCHS Service Improvement Manager
Christine Nicholls (CN)	Secretary
Apologies	
Vanessa Shone (VS)	Board Member

No	Agenda Item	Action
1	Welcome and introductions TA welcomed everyone to the meeting	
2	Apologies and Attendance Monitor Apologies as above	
3	Declarations of Interest Chair gave one declaration of interest which will be discussed in AOB and VM will absent herself from the discussion. Proposal for fixed term contract for the Service Improvement Manager.	
4	Minutes of Management meeting held on 11TH July 2017 One amendment: Victoria Maduaka gave her apologies for the meeting and those will now be added to the minutes of the meeting Bar this amendment the minutes were agreed as a true representation and signed by the Chair	
5	Governance a) Code of conduct Attendees are reminded of their role as elected members to assist the Chair in ensuring that all meetings are conducted in accordance with the rules of the organization and that committee members share responsibility for the decisions made by the committee. No individual should act	

	<p>on behalf of any constituency or interest group with the resident population. Reference FCHS Code of Conduct for Board Members</p> <p>b) L&D and audit skills Outstanding Action: TG and HC will need to complete an audit skills form 2017</p> <p>c) Update on Actions log JH and CN have met in August and updated the action log report. The Chair asked to prioritize “carry forward” tasks. The most urgent tasks are:</p> <p>Review of FCHS constitution and review of shareholder’s rights and status: to start planning after the AGM</p> <p>Clarity about the use of the utility rooms in Devon Mansions: to be discussed in AOB at this meeting</p> <p>A Communication and Community Engagement subcommittee could have an input as a steering group in the production of the annual newsletter. A decision about this subcommittee is to be made.</p>	<p>TG and HC</p> <p>Board</p> <p>Board</p>
6	<p>Matters arising from minutes meeting held on 11th July 2017 Draft resident survey will be recirculated. Action: JH to research any actions from the last resident survey to be used at the AGM to show case any progress.</p> <p>At the committee meeting on 11th July, it was pointed out that there is timber frame laid horizontally between the floor board in the Devon Mansions. Maeve Campbell TMI representative made a note of this information. The Southwark Tenant Management organization met in August and discussed</p>	<p>JH</p>

	<p>further actions related to fire safety. There is a meeting with Southwark Council next week as there continues to be need to reassure tenants about the effectiveness of the compartmentalization of flats and to clarify action regarding zero tolerance for items left outside the doors and the implementation and enforcement of this policy. JH is attending this meeting.</p>	
7	<p>AGM preparation The Finance subcommittee met last week to examine the financial reports.</p> <p>The Auditors Kreston Reeves completed the draft Management Committee Report and Financial Statements for the year ended 31 March 2017. This report was made available for Board members to read at the meeting Bar minor amendments, the report was approved by Board Members</p> <p>The Fair Community Housing Services Limited Report Of The Management Committee For the Year Ended 31 March 2017 report is available to Board members to read at the meeting. Bar minor amendments this report was approved by the Board Members.</p> <p>JH presented the slides for the AGM and Board members made suggestions and comments.</p> <p>Action JH will complete the presentation ready for the AGM on 3rd October 2017</p> <p>FCHS TMO has send formal invitations to Council Leaders and Ward Councillors to attend the AGM Councillor Anood Al – Samerai has accepted the invitation.</p> <p>The Board thanked JH for his work.</p>	JH
8	Report back from Council and other	

meetings

a) Southwark Tenant Management organization. The following topics were discussed:

Freedom of information request: The liability rests with the Council as the overall landlord. The TMO responsibility is to assist the Council in the fulfillment of its duties.

Small TMO and cost of insurance to the National Federation of Tenant Management Organization: Stephanie Cryan Cabinet member for Southwark Housing gave an undertaking to small TMO's that the Council would consider paying the cost of the insurance. JH will explore this offer with the Council.

Ian Swift Group Service Manager of Housing Solutions discussed the proposal of local lettings scheme. This scheme would give an option to TMO tenants who wish to move and would like to continue to live under a TMO led organization to do so. The Council is going for consultation on this proposal. JH has volunteer to attend the working group.

Short term lettings and Air B&B contracts that extend beyond 3 months are not allowed

Fire Safety was discussed and actions are reported in item number 6 of the minutes

b) Area Forum and Home Owner Council
Ina attended the meeting.

The Council has conducted a Tenant and Homeowner Engagement survey. The report "Improving Tenant and Homeowner engagement in Southwark – a review dated June 2017" was discussed at the Area Forum Meeting.

	<p>The residents commented that the survey failed to differentiate between the opinions of leaseholders and tenants. As a result, and although residents have agreed that the statements made in the report were correct the solution of merging the Homeowners Council and the Tenants Councils has failed to satisfy residents. This recommendation has had a negative impact on the relationship between the Council and its residents.</p> <p>In addition, the Council has not been able to identify the provenance of the £150.000 in relation to the engagement fund. This unresolved issue has now been escalated to the Council Management.</p> <p>c) Riverside Ward Panel VS is attending the meeting tonight on behalf of the FCHS</p> <p>d) Potter's Field Park Management Trust No report</p>	
	<p>AOB</p> <p>a) Utility rooms: the use of the utility rooms was briefly discussed. 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. The Board will ask the tenants for their views about the potential use of the utility rooms and review accordingly</p> <p>b) Training</p> <p>VM left the meeting during the discussion.</p> <p>c) Proposal for Fixed Term Contract for the Service Improvement Manager (12 months) JH has contacted the agency and</p>	

	<p>an agreement has been made regarding payment. The Board has voted in favor and agrees for VM to join the staff team under this agreement.</p>	
	<p>There being no further business, the meeting closed at 8.45 pm</p> <p>Date of next meeting: AGM 3RD October 2017 6.30 pm</p>	<p>All</p>