

**Minutes of Meeting of the FCHS Board
held at 6.30pm Wednesday 18 September 2018**

Attendees	Role
Teddy Amoyaw (TA)	Chair
Jon Harford (JH)	FCHS TMO Manager
Tim Gadd(TG)	Board Member Treasurer
Christine Nicholls (CN)	Board Member Secretary
Helen Cadwallader	Board Member Vice Chair
Vanessa Shone (VS)	Board Member
Victoria Maduaka (VM)	FCHS Service Development Manager
Maeve Campbell (MC)	TMI Monitor Southwark
David Johnson	Repairs Operative

No	Agenda Item	Action
1	Chair welcomes	
2	Governance issue and breach of code of conduct (Closed item)	
3	Apologies and Attendance monitor As above	
4	Declarations of interest and code of conduct None to declare Action : TA to return the completed declaration of interest and audit skills forms	TA
5	<p>Minutes of Management meeting held on 1st August 2018</p> <p>Corrections , Clarifications and Matters arising</p> <p>a) Section 7.b.4 reads</p> <p>“ that an invitation for a Keegan representative to attend a committee meeting about the choice of colors for the floor is postponed to a further meeting after residents have been offered the options . ”</p> <p>Correction : The Board is of the view that this decision is a complete reversal of the initial decision which was taken at the previous Board meeting on 27th June 2018 which was to ask for a representative of Keegan to bring a palette of colors, 2 colors and 3 neutrals to the next Board meeting for members to make an initial selection before consulting with residents . Board members want this to take place as soon as possible although they now recognize that it will have to take place after the AGM .</p> <p>Action : To invite Keegan at next board meeting with a choice of neutrals and colors for the stairs</p> <p>The cost of the work for blocks 1,2,3,4,7 is available and can be presented at the AGM.</p> <p>b) Notice of Intention</p> <p>JH and TG have consulted with external consultant Martin Green about our legal requirements in regards to issuing a Section 20 Notice of Intention to leaseholders to formally informed them of the decoration works . The advice from Martin Green is that it is the duty of the FCHS to formally informed leaseholders .</p> <p>Action : JH to send section 20 Notice of Intention to leaseholders in block 1-3 .</p>	<p>JH</p> <p>JH</p>

	<p>c) Section 5. 8 reads “The Communication and Community meeting did not take place on 12th July 2018 due to external circumstances.” Correction : The meeting was cancelled because of the block 3 consultation took precedent.</p> <p>d) Section 8 reads “ An event took place on 26th June 2018 in St John ‘s Churchyard . This event potentially contravenes the agreement the TMO has made with Potters Fields in regards to the usage of the space. This agreement states that the space is not to be used for commercial purposes “ . Clarification :Using the word agreement is misleading. The FCHS has no written agreement with Potters Field . Just before the event took place , Potters Field management changed and this information was known by FCHS . In the absence of a written agreement , the new management staff at Potters Field might not have known about the expectations in regards to usage of the space in Potters Field. A meeting with the new management would be helpful to demonstrate our continued commitment to partnership working and to work on a joint agreement .</p> <p>e) Major incident HC took the opportunity to update the Board about the major incident which occurred on Saturday 15thSeptember involving gangs and bike riders resulting in one stabbing and fires being lit . An emergency meeting is taken place with the Police , Team London Bridge , the Council and local partners to identify how to take forward the plan for a multidisciplinary approach to address the antisocial behaviors.</p>	
6	<p>Minutes of AGM 2017 Board members read the minutes of the AGM 2017 All the matters raised in the questions have been addressed and actioned .</p>	
7	<p>Financial statements a) Report Fair Community Housing Services Limited Management Committee Report and Financial Statements for the Year ended 31 March 2018 were read. Action : The Financial Statement needs formal approval before the AGM</p>	Board
8	<p>a) AGM Planning and Presentation JH circulated the draft 2018 AGM presentation slides The Board members expressed the views that the slides needed amending to promote the messages on the works done on community involvement and improvement . The headings need to change . The aim of the AGM is to talk about the successes at Year end so it is important to include dates for the report 1st April 2017 -31 March 2018.</p> <p>b) Actions before the AGM :</p>	JH

<p>c.1 To change the headings to Housing services , Environment and Community Engagement</p> <p>c.2 To add slides on community involvement, development and improvements and include photos taken during the community events . Data about numbers should be recorded if those are available</p> <p>c. 3 To change the order of the agenda items and have Financial report moved to the beginning of the presentation</p> <p>c.4 To add “Governance” to the agenda so a vote about the quorum at AGM and GM can take place . The decision is that we would reduce the quorum from 25 to 15 . This is because for a number of years we have not been able to attract high numbers of residents to attend the GM meetings . Therefore the GM are rescheduled . TG voiced concerns about reducing the proportion of representation of residents at GM and AGM given that FCHS is responsible for over 500 dwellings . JH has made inquiries with the TMI and confirms that this can be done within our rules providing that residents are offered the opportunity to vote at the AGM . A query was raised about why we were not attracting high number of residents to GM . A discussion was held about the importance of promoting the GM HC pointed out that the posters for the AGM were not displayed as yet although it had been agreed year on year that those posters should be displayed in all the blocks 2 weeks before the AGM . JH said that the posters were displayed as from this afternoon. HC expressed the view that good forward planning was key to promoting involvement and for that matter it would have been helpful to prioritize the Communication meeting on 12/07/2018.</p> <p>c.5 To delete statements about plans to manage the surplus on the financial statements slide</p> <p>c.6 To add “letting” to empty homes slide to avoid confusion in meaning</p> <p>c.7 2nd draft of the presentation to be circulated by Friday 21/09/2018 for final approval by Monday 24/09/18</p> <p>c) Messaging at the AGM The Board discussed the potential issues that could be raised from the floor related to finance (the decorations works on Devon Mansions have not started as we had planned) the use of agency staff (we no longer employ agency staff) governance (the recent breach of conduct and subsequent actions taken) the website (in construction) . The discussion highlighted the importance of promoting areas where the TMO has been successful. DJ gave some positive examples of intervention by the repairs team which the Board said should be included in the presentation . TG said that the organization can show that it is very good at meeting its requirements in all aspects of housing services , collection of</p>	
--	--

	<p>rent , turnover of void property , reducing the rent arrears deficit and repairs but not so good at managing major works .</p> <p>d) The Website CN commented that residents may want to find out about the progress made on the website . HC had provided contacts of digital marketing organizations . She asked if those had been contacted . TA said that they had not been contacted but efforts had been made to improve the current website . CN commented that she was reassured by the fact that at least the TMO had not spent money as it might have raised concerns about value for money as the website is still being constructed.</p> <p>e) Elections of Board members TA and VS are the longest serving Board members and will step down to stand for re-election . JH has received a number of nominations to the Board from residents.</p>	
9	<p>Health and Safety The incident in London Bridge area on Saturday night was discussed in section 5</p>	
10	<p>AOB Action : The Board meetings will revert to being held monthly on Tuesday evenings preferably the second Tuesday in the month . Timetable for future Board meetings to be reissued .</p>	JH
	<p>There being no further business, the meeting closed at 8.45 pm Date of next Board Meeting: 16TH October 2018 at 6.30 pm</p>	All