

**Minutes of the FCHS Management Committee Meeting  
held at 6.30pm on Tuesday 10<sup>th</sup> September 2019  
at Horselydown Offices, 2 Fair Street, London SE1 2XA**

Attendees	Role
Jon Harford (JH)	FCHS Estate Manager
Victoria Maduaka (VM)	FCHS Service Development Manager
Oteng Asabre (OA)	Management Committee Member
Florence Essien (FE)	Management Committee Member
Vanessa Shone (VS)	Secretary
Councillor Humaira Ali (HA)	London Bridge & West Bermondsey
Alex Heslop (AH)	TMI Team Southwark
Helen Cadwallader (HC)	Vice Chair
Tim Gadd (TG)	Treasurer
Christine Nicholls (CN)	Chair
Apologies	Role
Maeve Campbell	TMI Team Southwark
Ebun West	Management Committee Member

No	Agenda Item	Action
1	<b>Welcome and introductions</b> The Chair welcomed back JH	
2	<b>Apologies and Attendance Monitor</b>	
3	<b>Declarations of interest, L&amp;D skills audit and code of conduct</b> VS is affected by works at Devon Mansions.	
4	<b>Minutes of Management Committee held on the 13<sup>th</sup> August 2019</b>	
5	<p><b>Matters Arising</b></p> <p>Item 5 - HC requested action points to be easier to see and should read:</p> <p><b>Action Point: followed by notes, all in bold print</b> in addition to the person's initials being put in the Action column.</p> <p>Item 5 - external brickwork repairs - the payment is to come from the surplus fund. DJ is dealing with the refund and AH is looking at the best way to invoice FCHS. CN rcvd an email from Jackie Richards saying bailiff action had been lifted.</p> <p>Item 7a - CN received permission to postpone our AGM to October. K Reeves were unable to attend tonight's meeting but will be here on the 8<sup>th</sup> October.</p>	

	<p>Item 7a - everyone to check through the accounts and feed back to VM if there are any amendments.</p> <p>7b) FCHS had not entered into a contract with Savoy. JH liaising with Anthony Collins Solicitors and no comeback from Savoy. It was JH's intention to update the management committee in May 2019 that Southwark Council had reservations and wanted a Gateway 1 report, details of our procurement process and our cost to quality ratio report. JH said we've had good advice from the council and he had flagged up that we should tender on the people we are using to oversee these contracts. Do we appoint consultants for individual contracts or all contracts? Business Plan to cover this. AH suggested that we review our contractors lists.</p>	
6	<p><b>Finance Update</b></p> <p><b>a) Presentation of Audited accounts</b></p> <p>Covered in Matters Arising above</p>	
7	<p><b>Procurement Update</b></p> <p><b>a) Devon Mansions</b></p> <p><b>b) St John's Playground</b></p> <p>We need to think about interface with Southwark Council if we use them to do the works. Southwark Council communications are an issue and they are slow to tell us anything. HA said that councillors have late notice of things as well.</p> <p><b>Action Point: TG to send examples of poor communications to HA</b></p> <p>St John's Playground works are due to start on site on the 15<sup>th</sup> September 2019. JH to clarify if there's been any issues with Southwark Council before the works go ahead. JH spoke to the contractor today but has not had any contact from Southwark Council. Drainage issue is further away from the play area. CN has not had any response from Southwark Council after the site visit. CN emailed Peter Hopper and AH to chase response. JH to let Councillor Ali know if we need any assistance with Southwark Council.</p> <p><b>Action Point: AH to chase response from Southwark Council</b></p>	<p><b>TG</b></p> <p><b>AH</b></p>
8	<p><b>Manager's Report</b></p> <p><b>Rent collection and arrears recovery</b></p> <p>At the end of August (week 22) we had collected 97.97% of the rent due. The total arrears at the end of August are £65,743.08. We have one long term rent arrears case due to an illegal occupier.</p> <p><b>Action Point: AH to chase with Legal and to do Quarter 1 monitoring with JH</b></p> <p><b>Repairs</b></p>	<p><b>AH</b></p>

We have raised 258 jobs since the start of the financial year and 248 of these have been completed on time (96.12%).

**Empty Homes**

We have let 4 homes since the start of the financial year. The void turnaround time is 28 days for the 2 minor voids. There are zero empty homes at the moment.

**Funding**

Cleaner, Greener, Safer - closing date is 7<sup>th</sup> October 2019

Neighbourhoods Fund for small community based projects such as Christmas lunch for the elderly, seaside trips, etc - closing date is 7<sup>th</sup> October 2019

VM advised that Avant Gardening has been doing mini golf with the children and this was well attended. The events took place mostly on Saturdays so no photos available. There will be workshops in August. VM to get an update on numbers attending, ages, etc as we received £8,000 of public money to get engagement at different levels.

TG advised that we need to have a Risk Register within the Business Plan. TG asked for the Manager's Report to include new or emerging risks.

There is a meeting with Paul from Avant Gardening on Tuesday regarding the pocket park. HA asked to be kept informed on what we'd like to happen and to show her the area concerned. HC asked that we look at Potters Fields as there is money available there. VS queried whether we claim money from Tenant's Fund as our tenants pay in every week via their rent?

Team London Bridge works to the green and blue roofs is imminent.

**Action Point: VM to make contact with Potters Fields**

**VM**

HA asked whether we consult with residents. JH said that we consulted over the Team London Bridge works in December 2018 and we consulted with our residents in January 2019 over the Business Plan at a public meeting at TLB offices.

<p><b>9</b></p>	<p><b>Reports back from Council and other meetings</b>  a) Southwark Tenant Management Organisation Committee  b) Home Owner Council  c) London Bridge and West Bermondsey Ward panel  d) Potters Field Park Management Trust</p> <p>The Chair decided to skip item 9</p>	
<p><b>10</b></p>	<p><b>Health and Safety</b></p>	

	<p><b>a) Accidents, incidents and near misses</b></p> <p>There was a minor incident where a member of staff bumped into the office furniture and had a bruise.</p>	
<b>11</b>	<p><b>Planning</b></p> <p>a) <b>Date for the AGM</b> - 6.30pm on Tuesday 29<sup>th</sup> October 2019 at the Dixon Hotel, Tooley Street.</p>	
<b>12</b>	<p><b>Any Other Business</b></p> <p>HA reported back on a recent meeting at 160 Tooley Street concerning the youths on bicycles. Over 100 people attended the meeting and the next one will take place on Tuesday 8<sup>th</sup> October 2019. There has been additional funding for Police presence for six weeks in St John's Churchyard although none had been seen.</p> <p>On Wednesday 25<sup>th</sup> September 2019 there is a public meeting with the ward councillors. This will replace the previous Community Councils.</p> <p>On Thursday 3<sup>rd</sup> October 2019 there is an open meeting regarding Druid Street and Maltby Street about noise and ASB and the skateboarding park. Everyone invited to attend and council officers will be in attendance. The Trading Association have also been invited to attend.</p> <p>HA first met Paul from Avant Gardening when she attended the BBQ in 2018 in the pocket park and enquired what works were taking place there. JH advised that we were having events rather than works as the soil is not good quality although some planting had taken place including a bay tree.</p>	
	<p>There being no further business, the open meeting ended at 7.45pm</p>	
<b>13</b>	<p><b>Planning</b></p> <p><b>b) Options for FCHS going forwards</b></p> <p>This was a closed meeting for committee members and AH from the TMI Team. This took place from 8pm until 9.40pm.</p>	
	<p><b>Date of next Management Committee Meeting: Tuesday 8<sup>th</sup> October 2019</b></p>	