

**Draft Minutes of Meeting of the FCHS Board
held at 6.30pm on Tuesday 12 February 2019
at FCHS Office, 2 Fair street, London, SE1 2XA**

Attendees	Role
Jon Harford (JH)	FCHS Estate Manager
Florence Essien	Committee Member
Christine Nicholls (CN)	Chair
Alex Heslop (AH)	TMI Team Southwark
Tim Gadd (TG)	Treasurer
Oteng Asabre (OA)	Committee Member
Ebun West (EW)	Committee Member
Helen Cadwallader (HC)	Vice Chair
Apologies	Role
Teddy Amoyaw	Committee Member
Victoria Maduaka	Service Development Manager
Vanessa Shone	Secretary

No	Agenda Item	Action
1	Welcome and introductions	
2	Apologies and Attendance Monitor All board members are reminded that they must attend a minimum of 6 meetings for the 12 months they are in office. CN to write to board members who have not been attending meetings reiterating the rules.	
3	Declarations of interest L&D skills audit and code of conduct	
4	Minutes of Management Committee held 15 January. The minutes were read and agreed subject to amendment of item 8a).TG did not recommend that the workshops should focus on SWOT analysis.	
5	Matters Arising There were no matters arising	
6	Reports back from Southwark Council and other meetings a) Southwark Tenant Management Organisation Committee – JH attended. Southwark Council have proposed that TMOs contribute £1K p/a from their training budget to pay for training sessions for committee members and staff. This will be similar to the In the Driving Seat sessions but locally based with more bite sized training options. Committee agreed in principle to the proposal, subject to production of a detailed training schedule. b) Home Owner Council - No update.	

	<p>c) London Bridge and West Bermondsey Ward Panel – No update.</p> <p>d) Potters Field Park Management Trust - CN has made contact with management. Waiting to hear from them.</p>	
7	<p>Manager's Report</p> <p>Repairs – 96.4% of repairs are completed on time and FCCHS attends within 3 days.</p> <p>Major repairs slow things down.</p> <p>There were 10 official complains mainly on repairs and noise.</p>	
8	<p>Planning</p> <p><u>Business Plan workshop</u> JH submitted info on the bid submitted by Lee Page associates for 3 workshops. It was agreed that the committee should commission Lee Page Associates, based on his knowledge and experience of working with TMOs as well his particular knowledge and experience of Southwark. Amendments were suggested to the programme. It was agreed SWOT and PESTLE workshop should be programmed first and carried out by members and staff. The sessions should then focus on action plan and financial plan and what makes a good TMO business plan.</p> <p>Methodology for lease holder's contribution in regards to Devon Mansions refurbishment.</p> <p><u>Feedback from General meeting 29th January 2019</u> Issues raised were mainly on cleaning, communication and ASBO. Residents were supportive of TMO.</p> <p><u>Management agreement and rules update</u> Sub-committee met to look at rules of organisation. Recommendations will be made at the next meeting.</p> <p><u>Continuation ballot</u> Sub-committee met and agreed on terms of reference. JH and CN to review and update communications plan.</p> <p>Electoral reform services (independent organisation) will be used to carry out the continuation ballot for the estate. This will be between Monday 17th of June – Monday 1st July. Board members</p>	

	<p>present at the meeting voted and agreed unanimously for Electoral reform services to conduct the continuation ballot.</p> <p>There will be a GM before the ballot on the 21st May. Vote on amendment to quorum to be submitted again at GM on 21st May.</p>	
9	<p><u>Finance and procurement update</u></p> <p>No major changes since previous month. Under spend at the moment.</p> <p>Awaiting new budget for 2019/20. Southwark have supplied first draft of the allowances, however there is an issue with garage allowances.</p> <p>JH is currently drafting s20 notices of proposal. Committee requested that the letter and explanation of formula for calculating estimated bills be shared with them prior to dispatch.</p>	
10	<p><u>Health and Safety Issues</u></p> <p>JH and Housing Officer [REDACTED] attended 3 properties that had refused access for pest control and attempted to gain entry with Southwark's Pest Control Team. During the course of the first visit, they were threatened with violence and subjected to foul and abusive language. JH submitted a report of the incident and the management response. Committee were happy with the steps taken by management, condemned the behaviour of the resident concerned (details redacted) and expressed their best wishes for [REDACTED].</p>	
11	<p><u>A.O.B</u></p> <p>Website up and running. HC suggested monthly figures for residents accessing the website are recorded for evaluation.</p> <p>Also agreed that there should be a presentation on how to use the website at the GM on 21 May.</p>	

Date of next meeting: 12 March 2019 Venue FCHS Office