

**Minutes of the FCHS Board Meeting
held via Zoom
at 5.30pm on 8th September 2020**

Attendees	Role
Abiola Olatunji (AO)	Interim FCHS Estate Manager
Vanessa Shone (VS)	Secretary
Alex Heslop (AH)	TMI Team Southwark
Helen Cadwallader (HC)	Chair
Teddy Amoyaw (TA)	Treasurer
Angela Simpson (AS)	Board Member
Kenneth Higgins (KH)	Board Member
Sara Brown (SB)	Board Member
Apologies	Role
Oteng Asabre (OA)	Vice Chair
Guests	Role
Helen Williams (HW)	Compliance Operations Manager
Simon Holmes (SH)	Head of Engineering

Item	Agenda Item	Action
1	Welcome and introductions	
2	<p>Fire Risk Assessment</p> <p>HW advised that the council found a timber floor outside of a lift in Devon Mansions and then surveyed all of the blocks and found there were timber floors throughout Devon Mansions and Hartland House. The council is working with the London Fire Brigade on the FRA project and met with LFB on site at Devon Mansions two weeks ago to discuss the current situation and to put forward the council's improvement plan. LFB are satisfied with the council's proposals and will be supporting the work.</p> <ul style="list-style-type: none"> • Phase 1 involves the installation of a new fire alarm system in each block at Devon Mansions and Hartland House. • Phase 2 will address the roof fire escapes and smoke control which will see the introduction of half fire doors on the landings between floors 1 and 2. <p>Fire Safety works are currently taking place in Blocks 1, 2 and 3 with Spokemead moving onto Block 4 tomorrow.</p> <p>A Zoom meeting took place on the 25th August 2020 with the Chair, Treasurer and Secretary in attendance. Ferenc Morath, Investment Manager at Southwark Council, will look into where leaseholders previously paid for a fire alarm system which was then removed and is waiting for the Service Charge Construction Team to get back to him.</p>	

	<p>Helen Williams has been told the Fire Safety works are chargeable but this has gone to the Strategic Directors to make the decision.</p> <p>HC asked HW about the 5 year major works schedule mentioned at the meeting. This used to go out regularly until around 8-10 years ago. Ference Morath is also looking into this.</p> <p>HW is meeting with AO tomorrow as the Chubb system was not installed by the council. Electrical officers will also be at the meeting. The main issue with the Chubb alarms is one of security. AO said leaseholders shouldn't be charged for something which they're already paid for and would like a clear outcome from tomorrow's meeting.</p> <p>Simon Holmes said they will need to meet with Chubb on site and could then decide whether to have the roof doors open automatically if there's a fire alarm activation. This would stop intruders from going into the fire escape areas. The FRA Team understand the concerns raised as relates to the security of these blocks. However, the first priority is to ensure that the building is safe from a fire safety perspective.</p> <p>HW to share her database with AO when emailing absentee leaseholders.</p>	
3	<p>Apologies and Attendance Monitor Some of our board members have had poor attendance at meetings since the 2019 AGM. In future the Secretary will keep an attendance list on an Excel spreadsheet to see at a glance who has attended or sent apologies.</p>	VS
4	<p>Declarations of interest Fire safety works, major works and communal decs at Devon Mansions - VS and HC.</p>	
5	<p>Minutes of management committee held 11 August 2020 The minutes were agreed as a true record.</p>	
6	<p>Matters Arising</p> <p><i>Item 9b - AO is currently tidying up the final version of the accounts with Ray Williams, Auditor, in preparation for the AGM. Notes are being made clearer to show which major works are the council's responsibility and which major works are the TMO's responsibility.</i></p> <p>Item 5 - Residents Communication - AO has spoken with the Cleaning Team about letter drops to residents to make clear that the letter goes through every single letterbox. The service attracts a fee for the Cleaning team to deliver.</p> <p>Item 5 - Communications Policy - HC sent this to AO who has distributed it to all board members and we all need now to review it. HC asked AO to have before and after photos for the Newsletters and photos of the elderly residents' Christmas Party, etc. Everyone to take responsibility for finding</p>	

	<p><i>ideas and photos for the Newsletters. KH asked about the response from residents to the communication about the AGM taking place via Zoom. AO said that it needs to be chased to ensure that we are quorate.</i></p> <p>Item 5 - MMA meeting scheduled for Monday 14th September (the meeting actually took place on Tuesday 15th September).</p> <p>Item 6 - We have spent a lot of time on one particular resident and have given substantive responses. S/he has requested access to the board minutes but these are confidential.</p> <p>Item 9d - AO to contact Blaise Lambert after the AGM to ask about induction training for board members.</p> <p>Item 10 - HC unable to get Jilly Frisch to attend a meeting [REDACTED]</p>	Action
7	<p>Housing Service a) Q1 Monitoring Report (Q1 YTD – April to July 2020/21)</p> <p>As per report presented – summary include:</p> <ul style="list-style-type: none"> • Rent – 96.75%; target 98% • Void turnaround – 63 days; target 23 days • Complaints (6) – 100% on time • Board meetings 4 completed out of 5 	
8	<p>Environmental Major works update - LBS</p> <p>The council is about to carry out a lot of major works across the estate and the guests today were at the Zoom meeting on the 25th August 2020 where these works were also discussed in addition to the Fire Safety works in Devon Mansions and Hartland House. The Major Works officers have been invited to attend the AGM and once the works have been carried out then we can do our communal decoration works. HC asked for a list of the three areas of works and the scope.</p> <ul style="list-style-type: none"> • Quality Homes Investment Programme (QHIP) works • Southwark Council • Fire Safety works at Devon Mansions and Hartland House • Southwark Council • Communal decs at Devon Mansions and Hartland House • Fair Community Housing Services <p>HC asked for dates of when each of the 7 blocks on the estate were built and for a simple graphic showing the timelines for the works.</p>	

	<p>The major works will begin on Monday 28th September with the scaffolding going up outside Blocks 1, 2 and 3 Devon Mansions.</p> <p>We need to meet with officers from the Home Ownership Team to discuss the impact three separate lots of works will have on leaseholder budgets.</p> <p>b. Health and safety: Fire risk assessments/Devon Mansions and Hartland House - already covered Accidents, incidents and near misses - none</p> <p>Sara Brown left the meeting at 6.58pm</p>	
9	<p>Community Engagement</p> <p>a) Residents' Communication: COVID-19 - residents were advised of the reopening of the office a couple of weeks ago. Southwark Council put up letters overnight at the start of the lockdown which looked a bit scruffy as they became dog-eared, e.g. only one person in the lift. Any letters that we put up outside of the noticeboards need to be laminated to maintain quality.</p> <p>b) 2020 Annual General Meeting - Preparation - HC and AO to look at the presentation and to see if Powerpoint would be a better option. Between now and the 23rd September there will be a 5.30pm meeting to look at this and all board members are welcome to join in.</p> <p>FCCHS currently has received 4 disrepair cases in the past month so we need a Technical Officer who will manage the repairs function going forward. Also a number of disrepair cases have recently been received by the TMO.</p>	
10	<p>Governance</p> <p>a. HR Subcommittee – [REDACTED]</p> <ul style="list-style-type: none"> • [REDACTED] <p>b. Finance and Procurement subcommittee - updates</p> <p>Partnership working: Approved contractor list: For approval</p> <ul style="list-style-type: none"> • TA advised that following the agreement to combine efforts with GGTMO to have procure for an approved list and in so doing attain economies of scale, tenders were received for day-to-day repairs, electricals, drainage and glazing. • On the 22nd July 2020 Oteng Asabre, Nain Singh (consultant surveyor) and AO all met at GGTMO to open the tenders. • The consultant surveyor analysed the tenders and scored them to establish the successful bids. • The joint panel made up of 2 GGTMO reps and 2 FCCHS reps met to consider the recommendation of the surveyor. Following a series of queries and scrutiny, the panel agreed the recommendation which are to be presented to each board for approval 	

	<p>The following contractors were recommended based on the exercise:</p> <ul style="list-style-type: none"> i. Day to day repairs – Apolonia Ltd ii. Electrics – Kenna Electrical iii. Drainage – MSJ Drain Clearance iv. Glazing – Pearson Glazing (Subject to positive market testing) <p>Does the board approve the recommendation to share the approved list of contractors with GGTMO as presented?</p> <p>Unanimous vote to do so</p> <ul style="list-style-type: none"> • Management Allowance Review update - none <p>c. Correspondence / Leaseholder issue: carried forward to next meeting</p> <ul style="list-style-type: none"> • LBS Disrepair Correspondence • Further correspondence from a leaseholder <p>d. Committee training and development at first meeting after the AGM</p> <ul style="list-style-type: none"> • Previously covered <p>e. Annual Planner - updated to include future facing meetings over the next 6 months. This was looked at and its been sent out to everyone. The council gives an annual report assessment on us but we need to do this ourselves and to address issues as they arise such as a recent example of not regularly updating email addresses on our database. We need key dates for such things as the audited accounts, communal decs, etc. We need to have a sense of the workload that the staff are responsible for implementing and what we need to do as a board.</p> <p>Avant Garde applied for some money under CGS to do work at the Pocket Park. AO will give them permission to go ahead with this. Board agreed</p>	
11	<p>Report back from Council and other meeting - deferred</p> <ul style="list-style-type: none"> • Southwark Tenant Management Organisation Committee • Home Owner Council • London Bridge and West Bermondsey Ward panel the next meeting will take place on the 17th September 2020 via Zoom • Potters' Fields Park Management Trust 	
12	<p>Any Other Business</p> <p>The AGM will take place on Thursday 24th September 2020 at 6pm We can record the meeting to get around people voting who are not allowed to.</p>	

	<p>VS raised the issue that she and Jon Harford attended a STMOC meeting at D'Eynsford TMO in Camberwell last year when the Fire Safety Officer from Southwark Council was in attendance. VS again raised the issue of timber floorboards throughout Devon Mansions and Hartland House, which had been raised at previous meetings but not acted on. It was suggested that LFB may have recently written to the council and they were obliged to act quickly to address this matter.</p>	
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There being no further business, the meeting ended at 7.25pm