

**Minutes of the FCHS Board Meeting  
held at 6pm on Tuesday 9<sup>th</sup> March 2021  
via Zoom Conference**

Attendees	Role
Oteng Asabre (OA)	Board Member
Kathy Atkins (KA)	Board Member
Sara Brown (SB)	Board Member
Patricia Strobino (PS)	Chair
Kenneth Higgins (KH)	Vice Chair
Abiola Olatunji (AO)	Interim Estate Manager
Alex Heslop (AH)	TMI Team Southwark Council
Teddy Amoyaw (TA)	Treasurer
Vanessa Shone (VS)	Secretary

Apologies	Role
Denilson Barduche	Board Member
Angela Simpson	Board Member

Guests	Role
Richard Amoah (RA)	TMI Team Southwark Council
Jackie Richards (JR)	TMI Team Southwark Council
Eva Gomez (EG)	TMI Team Southwark Council

Item	Agenda Item	Action
1	<b>Welcome and introductions</b>	
2	<b>Apologies and Attendance Monitor</b>	
3	<b>Declarations of interest</b> Major works are taking place across the whole estate. Southwark Council is responsible for all of these works.	
4	<b>Minutes of previous meeting held on the 9<sup>th</sup> February 2020</b> The minutes were agreed as a true record.	
5	<b>Matters Arising</b>  Item 5 - Chubb will be discussed at item 7 on the Agenda.  Item 5 - New telephone system and local network - AO is waiting to hear from Fibre Optics or Community Fibre about broadband provision.	<b>AO</b>

Item 9 - AH requested correction to the wordings below from:

- *AH suggested that we hold a Special Committee Meeting for leaseholders. It was discussed and agreed to put the minutes on the website with anything of a sensitive or personal nature redacted. AH suggested that we could invite observers to attend our meetings although they will not be allowed to speak or to make decisions. We could have an agenda for the ordinary items and then continue with a separate agenda where the press and public are excluded.*

to read as follows:

- *AH suggested we hold a special meeting, in partnership with the ward councillors, where those residents with concerns could attend and make representations to the committee. It was discussed and agreed to put the minutes on the website with anything of a sensitive or personal nature redacted. AH advised that the board has powers to invite observers (whether members or not) to attend committee meetings; however observers are not able to vote and can only speak at the Chair's discretion, in line with Rule 32. AH suggested that future committee agendas could be amended so that there is a clear separation for those items that are clearly of a sensitive nature from those that are not.*

6

## **Housing Service**

### **a) Monitoring Report – YTD 2020/21**

96.54% rent collection

Rent Collection during the pandemic, when it is not permitted to take action over arrears, was discussed at the STMOC meeting on the 24th February 2021. All of the TMO's need to put in writing to Eva Gomez why the 98% rent collection figure is not being achieved. This is a collective issue affecting all TMOs and at the end of the financial year we will find out what we are entitled to when Eva Gomez will advise on the council's position.

Void turnaround stands at 59.5 days. Whilst remote working remains in place, this has served to hinder the turnaround of voids.

There is currently one unauthorised occupied property.

	<p style="text-align: center;"><b>b) COVID-19 update</b></p> <p>The arrangements remain the same with the majority of the staff working from home and at least one Repairs Officer in the office at all times. AO is currently looking at phasing staff back in accordance with government rules. A plan will be drawn up and then residents will receive an email/letter advising them of the key dates. There was a remotely held staff meeting on Monday this week and there will be another team meeting next Monday to discuss returning to the office.</p>	
<p><b>7</b></p>	<p><b>Environmental</b></p> <p><b>a. Major works update - LBS</b></p> <p><b>Devon Mansions communal areas:</b> On Friday 5<sup>th</sup> March AO met with council officers to discuss future arrangements for the communal areas covered by Chubb alarm under the TMO's arrangement which is due to come to an end on 31 March 2021. The meeting was to agree a solution and it was a positive meeting and a step in the right direction.</p> <p><b>QHIP:</b> On Thursday 18<sup>th</sup> February there was a progress meeting which AO and PS attended. There was a lot of information and the council has changed how it processes this for residents. PS would like the council to make it clear to residents what is happening on their block at anytime as it is currently unclear when something starts or finishes. A Newsletter went out to all residents shortly afterwards.</p> <p><b>b. Health and safety:</b></p> <ul style="list-style-type: none"> <li>• Fire risk assessments/Devon Mansions - 3 remaining issues</li> </ul> <p><b>c. Accidents, incidents and near misses - none</b></p>	
<p><b>8</b></p>	<p><b>Tenant Management Initiative Team</b></p> <ul style="list-style-type: none"> <li>• TA joined the meeting at 6.42pm</li> </ul> <p>A document entitled 'TMI External Decorations briefing for FCHS' was presented by Eva Gomez. This had been cascaded to all board members on Friday 5<sup>th</sup> March.</p> <p>TA expressed his dissatisfaction that the issue/circumstance was allowed to exist for such a long period before it was brought to the TMO's attention. EG will be writing to all TMO's to remind them to ring-fence Major Works funds. AO advised the meeting that we had the Major Works allowance sitting in the reserve fund and have spent</p>	

	<p>money on the door entry systems that were installed on the estate. AO will draw up a list of expenditure on Major Works to date and will form part of a response/proposal to the TMI team.</p> <ul style="list-style-type: none"> <li>Richard Amoah, Jackie Richards and Eva Gomez left the meeting after these discussions.</li> </ul>	<b>AO</b>
<b>9</b>	<p><b>Community Engagement</b></p> <p><b>a) Special General Meeting - Thursday 25<sup>th</sup> March 2021 - 6pm to 7.30pm</b></p> <p>Councillor Humaira Ali has agreed to oversee the meeting</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Draft Agenda</b></p> <ol style="list-style-type: none"> <li><b>1. Welcome and introductions</b></li> <li><b>2. FCHS' Governance</b> <ul style="list-style-type: none"> <li>• <b>Modular Management Agreement</b></li> <li>• <b>Rules/Constitution</b></li> </ul> </li> <li><b>3. Accountability and Transparency</b> <ul style="list-style-type: none"> <li>• <b>Minutes and future plan</b></li> <li>• <b>Audited accounts</b></li> <li>• <b>FCHS' Website and future plan</b></li> </ul> </li> </ol> </div> <p><b>Decision on minutes:</b> A vote was taken on whether to upload minutes up to July 2020 onto the website:</p> <ul style="list-style-type: none"> <li>• 5 in favour of redacted minutes on the website</li> <li>• 1 against</li> <li>• 1 abstention</li> </ul>	
<b>10</b>	<p><b>Governance</b></p> <p>a. <b>Correspondence - Requests for minutes, to attend board meetings, request for reinstatement.</b> The TMO received a FOI request from a member but there was no data held as suggested within the request. Response provided by PS to this effect.</p>	

	<p><b>b. Training and development for board members</b> - at the STMOC meeting on 24<sup>th</sup> February 2021 each TMO was asked to contribute £1,000 towards training for 2021/22. This previously happened in 2020/21. Any queries should be directed to AO who will forward them on to Richard Amoah. PS asked for a volunteer to maintain a training needs and completion of spreadsheet for all board members.</p> <p>PS enquired about what training level will be available to the TMO for £1,000? E.g what level of vouchers; credits etc. KH volunteered to do the training needs analysis and PS will forward to KH the information she received from the TMI Team concerning training.</p>	<b>AH/KH/PS</b>
<b>11</b>	<p><b>Report back from Potters' Fields Park Management Trust</b></p> <p>KA will find out more information about the Football Village which Potters Fields Park will host between 11<sup>th</sup> June and 11<sup>th</sup> July. London is one of 12 hosts of UEFA Euro 2021. Any questions about the event should be sent to KA.</p>	<b>KA</b>
<b>12</b>	<p><b>Any Other Business</b></p> <p>The Finance &amp; Procurement Sub-Committee will meet at 6pm on Thursday 18<sup>th</sup> March 2021 to discuss the TMI document and no other business.</p> <p>The Finance &amp; Procurement Sub-Committee will then meet on Thursday 22<sup>nd</sup> April 2021 as scheduled.</p>	

**There being no further business, the meeting closed at 8.30pm.**

**Date of next meeting: Tuesday 13<sup>th</sup> April 2021**