

**Minutes of the FCHS Board Meeting
held on 10th August 2021
via Zoom Conference
from 6pm to 8pm**

Attendees	Role
Kathy Atkins (KA)	Board Member
Teddy Amoyaw (TA)	Treasurer
Oteng Asabre (OA)	Board Member
Vanessa Shone (VS)	Secretary
Abiola Olatunji (AO)	Interim FCHS Estate Manager
Alex Heslop (AH)	TMI Team Southwark
Angela Simpson (AS)	Board Member
Patricia Strobino (PS)	Chair
Guests	Role
Ray Williams (RW)	Auditor, Appleby & Wood
Richard Amoah (RA)	TMI Team
Apologies	Role
Kenneth Higgins	Vice Chair

**Minutes of the FCHS Board Meeting continued
held on 5pm on 24th August 2021
via Zoom Conference
from 5pm to 6pm**

Attendees	Role
Kathy Atkins (KA)	Board Member
Teddy Amoyaw (TA)	Treasurer
Oteng Asabre (OA)	Board Member
Vanessa Shone (VS)	Secretary
Abiola Olatunji (AO)	Interim FCHS Estate Manager
Kenneth Higgins	Vice Chair
Angela Simpson (AS)	Board Member
Patricia Strobino (PS)	Chair
Apologies	Role
Alex Heslop (AH)	TMI Team Southwark

Item	Agenda Item	Action
1	Welcome and introductions	
2	Apologies and Attendance Monitor	

3	<p>Declarations of interest</p> <p>Major works are currently taking place across the whole estate. Southwark Council is responsible for all of these works.</p>	
4	<p>Audited Accounts for 2020/21 (Appleby & Wood)</p> <p>RW went through the audited accounts for 2020/21. Liquidity is good and we have a healthy balance sheet. It's a clean audit report. All information that the Auditors requested from FCHS was handed over.</p> <p>RW had a recommendation that we need to build up our reserves from 3 months' running costs to 6 months' running costs.</p> <p>The following note has been added to the Accounts:</p> <p>.....</p> <p>External Decoration Programme</p> <p><i>The delivery of communal decoration works at some of the blocks under the TMO's management is considered urgent by nature. A recently completed scoping exercise has served to further highlight the need and while resources are available to commence such works, the timeline for future works will need to be adjusted for the end of the defect liability period associated with the Council's own major works scheme. After careful consideration and reference to the nature and capacity of such future works required, the management board have opted to handback responsibility for communal decoration works to the Council. This is a further attempt to act in the interest of residents to minimise all forms of bottleneck/delays likely to hinder an early commencement of such works due to the TMO's role as an agent acting on behalf of the Council.</i></p> <p>.....</p> <p>RW confirmed that Appleby & Wood will be in attendance at our AGM on the 23rd September 2021.</p> <p>Decision: The audited accounts for 2020/21 were agreed</p>	<p>Finance Sub</p>
10	<p>Governance</p> <p>Ray Williams left the meeting and we moved on to Item 10d and Richard Amoah from the TMI Team was made host to present updates to the list of queries drawn up by the MMA Working Group.</p> <p>d. Revised Rules</p> <p>It is important to remember that the Rules are the governing document and supersede the Code of Conduct.</p>	

The new performance figures will go into the new MMA Schedules and the TMO will be able to put in its own KPI's. RA advised that any queries should be directed towards the TMI Manager.

RA said that realistically we should be looking at January 2022 for the Rules change to take effect due to the stages we have to pass through and we can't sign the new MMA until the Rules have been changed, agreed by our residents and notarised by a Solicitor.

e. Reviewed Modular Management Agreement

Rent Collection - Arrears Management

RA said that we are being paid for the full rent collection process instead of just the administration element and this is in common with other TMO's within Southwark. RA said he was simply bringing this to our attention and it was unlikely that the council will be able to drill down its costs to allow for a true reflection for this aspect of the TMO's allowance. RA confirmed that the 98% figure will stay and we will continue to receive the full allowance for performing the existing rent function now and in the future.

RA

Following discussions at this meeting, RA will make the final amendments to the MMA and then forward to us for agreement.

Although they are within the area of management, further clarification over the play areas are needed as the TMO is not receipt of an allowance for these as this is a LBS retained function. AO to clarify the TMO's boundary area within the Management Agreement with information shared with RA.

AO

RA returned to the Rules and PS queried why we need two new clauses about online meetings or hybrid meetings given that the Rules is silent on the subject.

RA advised that the council is promoting the inclusion of a clause which allows the board to decide to use a virtual format for a future meeting as deemed necessary. This is to ensure the organisation operates within its Rules.

Virtual Meetings

- 61. The TMO shall hold all its meetings by members attending in person or virtually or being present by other electronic means. Such meetings may be entirely virtual or hybrid in a manner agreed by the board.
- 62. A person attending a meeting virtually shall have the same rights to receive notice, speak, vote and otherwise participate in the meeting as he or she would have if attending the meeting in person.

RA advised the meeting that all 17 TMO's in Southwark will need to have these clauses added into their Rules. TMO Rules originate from a standard template adapted for each organisation. Meetings as referred are expected to be in person. RA went on to explain that holding a Zoom meeting will be acting against the organisation's Rules. Although most future meetings will be in person, it is useful to give the board the tool which allows it to decide to adopt the use of a virtual means in future though its use will not be mandatory.

RA

KA asked where in the Rules it states that we must meet in person. RA said he will have to look this up but the Rules say that we must meet in person and he believes one of the Rules meant that meetings are held in person. The board will decide what kind of meeting will be held, ie. in person, virtual or hybrid. RA recommended Liz Michael to AO as someone to contact as she knows the legal advice and can view things differently from the council's perspective.

AH tracked down the Anthony Collins link where they gave advice to NFTMO in May 2020 and shared the following link:

<https://www.anthonycollins.com/newsroom/ebriefings/rules-not-allow-you-to-hold-your-agm-government-proposes-plans-to-help/>

PS asked questions about the proposed amended Rule 8a:

MEMBERSHIP

8. The first members of the Society shall be the signatories to the application for registration. Thereafter the Board:

- (a) shall admit to membership any person aged eighteen years or over who is a secure tenant, leaseholder or other legal tenancies with the Local Authority as defined under the TMO's management and who agrees to be bound by the provisions of these rules.

Decision: All amendments/updates to the MMA and Rules were agreed with the exception to the clause pertaining to virtual meetings.

Just before concluding the evening's meeting, AO advised of the following key updates:

Operational: COVID-19

- There will be a full return to the office during the week commencing 30th August 2021. Additional steps to be taken to mitigate risk will see the availability of the lateral flow test kits within the office so as to allow for random testing.

AGM Date: due to the availability of a room at the Hilton hotel, the AGM date has been changed to the 22nd September 2021 (was 23rd September 2021).

	The meeting held on the 10 th August 2021 concluded at 8.10pm.	
5	<p>The meeting held on the 24th August 2021 took place as per the continued minutes below.</p> <p>Minutes of previous meeting held on the 6th July 2021 The minutes were agreed as a true record.</p>	
6	<p>Matters Arising</p> <p>Item 5 (5) - New telephone system and local network A MFD was allocated to FCHS last week and this will achieve a cost saving. AO has circulated costs to the Finance & Procurement Sub-Committee.</p> <p>Item 5 (8) - Community Engagement - Newsletter preparation The Newsletter has been delivered to every property and we are encouraging residents to opt for the electronic version to reduce costs.</p> <p>Item 5 (8) Website - 3 quotes required for September meeting - AO to spend some time on this.</p>	AO
7	<p>Housing Service</p> <p>a) Performance monitoring Report – Q1 (April to June) 2021/22</p> <p>AO advised a new person will be taking up the role of Housing Officer soon – they will be given responsibility for conducting estate inspections. The expectation being the quality of future inspections will vastly improve.</p> <p>Garages are a problem at the moment due to break-ins, leaks, etc. Some garages may be let out at a premium to non residents where there is a surplus and they are standing empty.</p> <p>Disrepair costs will be recovered from the council.</p>	
8	<p>Environmental</p> <p>a. Communal decoration: an outline of FCHS’s position and next steps - decision but captured within the updated MMA (not discussed)</p> <p>b. Health and safety:</p> <ul style="list-style-type: none"> • Fire risk assessments - these show at zero on our list but there are still four properties that have metal gates over their front entrance doors. AO explained that the council are now responsible due to FRA works but they don’t feed back to us and only attend the estate once a year. <ul style="list-style-type: none"> • Estate inspections - covered above • Accidents, incidents and near misses - none 	
9	<p>Community Engagement</p> <p>a) Newsletter - covered above</p>	

	<p>b) Garden activity/picnic in park update - Avant Garde are arranging this and we can invite them to a board meeting</p> <p>c) Alfred Salter play area - KA will circulate information she received last week. The feasibility study will show what it could look like. We can print out the posters that have gone up on some of the blocks on our estate and put them on the main notice boards.</p>	<p>AO</p> <p>KA</p>
<p>10</p>	<p>Governance</p> <p>a. HR Subcommittee - next meeting (24.8.21)</p> <p>a. </p> <p>b. Finance and Procurement meeting update - a meeting took place on the 8th July 2021 with the Auditor in attendance. Item 5 - Rent Collection on their minutes was estimated to be at 97% at the time pending information from the council.</p> <p>The Peninsular contract has been extended for a further 3 years so that all of the different contracts are combined under a single contract at a price of £5,985 – represent a significant savings.</p> <p>c. AGM - the formal notifications and invitations to become a board member will be going out tomorrow. There will then be reminders as well and posters on notice boards.</p> <p>d. Revised Rules - covered above</p> <p>e. Reviewed Modular Management Agreement - covered above</p> <p>f. Governance correspondence - Privacy Policy - this was reviewed by the governance manager at Southwark Council who advised PS to put in the article in full rather than a summary. All in favour of this policy with this amendment.</p> <p>g. Training - KA and VS will attend the following training session on the 1st September 2021:</p> <p>How can we support our residents confronting the greatest challenges? In particular how do we get residents the adult social care/safeguarding support they need.</p>	<p>PS</p> <p>KA/VS</p>
<p>11</p>	<p>Report back from council and other meetings</p> <ul style="list-style-type: none"> • Southwark Tenant Management Organisation Committee - next meeting is tomorrow, 25/8/21. AO and VS will attend. • North West Area Housing Forum - no feedback • Potters' Fields Park Management Trust - free mocktails were given out on Saturday at Potters Fields. Bookings are sudden rather than weeks in advance. The Football Village went well. • Safer Neighbourhood Team - next meeting 8/9/21. KH and VS will attend. 	

	Resident Involvement meeting postponed. Section 20 notices have gone out so the meeting can take place.	
12	Any other business - none	

The meeting concluded at 6pm

Agreed as an accurate record:

Chair