

**Minutes of the FCHS Board Meeting
held in the FCHS office
at 5.30pm on
Tuesday 1st March 2022**

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

	Agenda Item	Action
1	Welcome and introductions	
2	Apologies and Attendance Monitor TA and AH joined the meeting via Zoom.	
3	Declarations of interest Major works are currently taking place across the estate. Southwark Council is responsible for these works.	
4	Minutes of the meeting held on the 8th February 2022 The minutes were agreed as a true record.	
5	Matters Arising Item 10 - International Women's Day - 8 th March 2022 The 'Women into Work' event is useful and they offer to help with CV's so we will share this from the FCHS email address. Item 5 - the meeting to discuss the cleaning contract will take place at 11.30am on Wednesday 9 th March 2022. AO to draw up a short agenda.	 AO AO

	<p>Item 7 - Safeguarding - this needs to be added to future agendas so that there are regular updates.</p> <p>Item 9 - we need a 3rd quote for our website design and build in time for the April Finance Sub-Committee meeting.</p> <p>Item 9 - internet banking - AO to chase [REDACTED] for the final wording for the insert into the Management Agreement.</p> <p>Item 10 - KA said that wristbands will be available for the Sunday part of the Jubilee celebrations but numbers are needed. The event has gone from four days down to one day. The wristband will entitle the wearer to free food and a deckchair. We need to publicise the event in our Newsletter so that we can get an idea of the numbers.</p>	<p>AO</p> <p>AO</p>
<p>6</p>	<p>Housing Service Performance monitoring Report – Q3 YTD (April to Jan) 2021/22</p> <p>Rent is showing as green (good). Our target is 98% and we are achieving 98.04%. However, rent arrears increased during the pandemic with these being offset by other tenants who are in credit. We will have handbacks where necessary when it is appropriate.</p> <p>Void turnaround time is below the target of 28 days.</p> <p>ASB cases increased during the pandemic but at this time there is only one open case.</p> <p>Estate inspections are taking place on a regular weekly basis.</p> <p>All of the categories in the Performance Management Report were showing as green (good).</p> <p>AH will ask Resident Services for an update on the property where there is a large amount of rent arrears due to an illegal occupier. AH to advise AO on who is responsible for the rent arrears, the TMO or the council. AH was asked to provide feedback at each meeting about progress with this case. The Chair asked for this to be made a permanent agenda item.</p> <p>AH and AO have looked at garage rent arrears as this was an area of concern. Action notes were sent to AO who is sending information to AH when requested. Garage rent arrears are on the quarterly report but do not appear on the Performance Management Report.</p>	<p>AH</p>

7	<p>Environmental</p> <p>a. Health and safety:</p> <ul style="list-style-type: none"> • Fire risk assessments - update - there were 39 items on the list last month and now there are just 4. 2 high risk items involve items in communal areas/gardens. If residents don't move these items then the council will take legal steps to remove them. 2 medium to low risk items include the roof areas which are a council retained function. This includes gates on the roof being in a locked position. • Estate inspections – update - VS carried out an estate lighting inspection after dark last night as estate lighting is not checked during the estate inspections. AO asked VS to send the list to [REDACTED] Housing Officer, and to copy in AO. VS said that there were no lights throughout Block 7 Devon Mansions and this had been reported to AO on the 27th February 2022. As at the 1st March meeting there were still no lights in the block. • Tenancy checks will resume from April 2022. AH said that we have two years in which to carry out tenancy checks and its a condition of tenancy to allow the checks to take place so tenants must comply. • Accidents, incidents and near misses - none <p>b. Safeguarding - no issues</p>	VS
8	<p>Community Engagement</p> <p>Newsletter planning/update</p> <p>Items wanted and should be sent to KA.</p>	
9	<p>Governance</p> <p>a. HR Subcommittee</p> <ul style="list-style-type: none"> • Summary of staffing restructure - there has been one voluntary redundancy and one compulsory redundancy. We continue to search for a multi trader and have received 15 CV's but none of the applicants were suitable. [REDACTED] HR Consultant, and AO are doing some research into where to advertise and the costs involved. • [REDACTED] 	

[REDACTED]

b. Finance and Procurement - Budget approval - [REDACTED]
from the TMI Team provided the final figures and we're £7,000 better off for the coming year and this will go into the Contingency Fund. AH said the exact figure for our 2022/23 allowance is £552,488. A vote was taken and there was unanimous agreement for the 2022/23 Budget. AO to email the amended Budget to AH by the end of the month.

AO

- **Policy update** - when [REDACTED] returns then he and AO will go through the financial part of the Management Agreement.
- **Chair's spot check (petty cash)** - PS carried out an unannounced spot check in the office. Some actions have arisen which include keeping an eye on finances and she'll be carrying out a further spot check. Members of Sub-Committees should also come into the office and do spot checks.

c. Social Sub-Committee updates - our public liability insurance runs out in June although it automatically renews. KA said that it needs to be in place 10 days before the Jubilee event. She met with Claudia and Sheila and said that we can't block off the park by law as it's a public pathway. We can have signage and volunteer wardens to direct park users onto alternative routes and wristbands can identify people who should be there. Engie could assist with the event using Community Engagement funding. A risk assessment has been carried out.

d. Governance correspondence - [REDACTED]
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e. **STMOC training portal:** <https://www.stmoc.uk> – everyone to register if they haven't already done so

- 9th March - Data Protection
- 16th March - Difficult Conversations
- 21st March - Decarbonisation of Council Housing
- 28th March - Equalities

10.	Report back from Council and other meetings <ul style="list-style-type: none"> Southwark Tenant Management Organisation Committee – no meeting Potters' Fields Park Management Trust – no meeting Safer Neighbourhood Team meeting – no meeting	
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11	Any Other Business	
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	We'll check with PF whether she can join via Zoom otherwise we can start meetings at 6pm.	
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There being no further business, the meeting closed at 7.40pm.

Date of next meeting: 12th April 2022 at 5.30pm

Agreed as an accurate reflection of the meeting:

Chair