

**Minutes of the FCHS Board Meeting
held in the FCHS office
at 5.30pm on
Tuesday 10th May 2022**

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

| | Agenda Item | Action |
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| 1 | Welcome and introductions | |
| 2 | Apologies and Attendance Monitor | |
| 3 | Declarations of interest - none | |
| 4 | Minutes of management committee held on the 12th April 2022 The minutes were agreed as a true record. | |
| 5 | Matters Arising The 12 action points from the previous minutes were either completed or are on the agenda. | |
| 6 | Housing Service a) Performance monitoring Report – Q4 YTD (April to Mar) 2021/22 VS spoke about difficulties with paying rent where the push button phones have been removed from 160 Tooley Street and the My Southwark portal didn't work which unknowingly resulted in rent arrears. AH highlighted the good work that FCHS staff have done in bringing down the rent arrears figures and speeding up voids turnaround. | |

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| <p>7</p> | <p>Environmental</p> <p>a. Health and safety:</p> <p>Fire risk assessments - update</p> <ul style="list-style-type: none"> There is still an item remaining on the register to do with a garden on St John's Estate. A Fire Risk assessment took place and a 1st letter was sent out with a 2nd letter going out tomorrow. FCHS will be inviting a Fire Safety Officer to attend site in and around point at which a 3rd letter will be sent out. The officer will provide/share technical explanation in support of LBS' request for the removal of items. <p>Estate inspections - update</p> <ul style="list-style-type: none"> These are going well and there have been considerable improvements across the estate. KA attended last week as VS and AS were not available. [REDACTED] Cleaning Supervisor, attends on a weekly basis as well as [REDACTED] Housing Officer. [REDACTED] offered to provide plants for the front of the housing office. It was also noted that there is a substantial amount of water leaking onto the Vertical Garden which will be inspected after this meeting closes. <ul style="list-style-type: none"> Accidents, incidents and near misses - none <p>b. Safeguarding – Update – no issues to report</p> | <p>Action</p> <p>Action</p> |
| <p>8</p> | <p>Governance</p> <p>a. HR Subcommittee</p> <ul style="list-style-type: none"> Summary of staffing restructure - no updates Advert cost schedule - recommendation - advertising costings were discussed and there was unanimous agreement to go with Hiring People. The ads can go out next week. [REDACTED] <p>b. Finance and Procurement</p> <ul style="list-style-type: none"> Update from previous meeting – 19.4.22 - minutes of the meeting not available and AO will [REDACTED] produce future | <p>Action</p> |

minutes within 5 days of the meeting. The minutes will be sent out as soon as they become available. We had a £52,071 overspend last year which we can offset against the £38,000 disrepair costs we will recharge to the council bringing the total overspend to around £20,000.

Income and Expenditure shows our rental activities are up by £47,000. Grants come in and go out. Reserves expenditure needs to be declared before the year starts to avoid an overspend on the annual accounts.

An overall positive position to report back based on Q4's management accounts for 2021/22 with the TMO costs strictly within its revenue allowance for the period.

- The Finance Sub-Committee also looked at rent performance and the rent and void figures were examined in detail. There is a complex and untidy tenancy with a significant arrears figure. This is a case which was referred to LBS' Residents Services Team going back a few years with an outcome awaited by FCHS. The exact arrears figure won't be determined until the tenancy is established.
- The 2021/22 Rent Demand is £47,000 up. Some cases have resulted in handbacks to the council and this results in our losing the unit cost pro rata as we are no longer collecting rent for a handback property - thus not in receipt of the funding associated with the collection of rent for such properties returned to LBS under this arrangement.
- There is an £8,812 income figure for leaseholder allowance. AO explained that [REDACTED], Divisional Accountant, will take information away from SAGE quite soon together with some hard data and he and the Home Ownership Team will look at our allowance against the actual spend for the year. The difference is either paid back or we invoice the council. The leaseholder allowance covers estate cleaning, grounds maintenance and communal repairs. We looked at the rent graph and the pandemic had an effect and the economic climate will also have an effect but tenants are engaging now that the courts have reopened.

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| | <ul style="list-style-type: none"> • Policy update - AO and Richard Amoah, TMI Development Officer, will discuss the financial procedures and internet banking during the next couple of weeks. • Website providers – The group considered three website providers. After some deliberations, the group ended up with a shortlist of two. AO to request examples of work they'd done and will invite them to attend the next Finance & Procurement Sub-Committee Meeting. <p>c. Social Subcommittee updates - We have the green light for the Fun Day event - 6th August 2022 – There is green light to confirm that this event will go ahead. There has been a reduction to the fee proposed by the entertainer. Also, Engie have confirmed that they will provide support on the day of the event as well as food from the Bermondsey Kitchen. They will also be able to provide a bouncy castle and face painter. KA has 50 posters coming from Shad Thames. We could ask Engie to fund hi-vis tops with our name on them.</p> <p>d. Governance correspondence</p> <ul style="list-style-type: none"> • LBS' Enforcement Team request: Arbitration outcome - Southwark Council have paid £998 to the leaseholder and have asked the TMO to indemnify some of the payments. Enforcement said they'd pay some of this and want FCHS to pay the rest. There was a meeting on Thursday with PS and TA in attendance but nothing was agreed. Enforcement will need to formally write to the board so that the matter can be discussed. AH can only explain context to Enforcement and not come up with figures. | Action |
| 9 | <p>Training STMOC training portal: https://www.stmoc.uk We need to get our numbers up and need to include information in our Newsletter so that residents can also attend.</p> | |
| 10 | <p>Report back from Council and other meeting</p> <ul style="list-style-type: none"> • NFTMO Conference update – this is going ahead from Friday 24th June to Sunday 26th June 2022 • Local Housing Forum - no meeting | |

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| | <ul style="list-style-type: none"> • Southwark Tenant Management Organisation Committee – next meeting is on Wed 25th May 2022 at 5.30pm • Potters’ Fields Park Management Trust – meeting tomorrow • Safer Neighbourhood Team meeting – KH and VS attended the AGM and VS was elected as Vice Chair | |
| 11 | <p>Any Other Business</p> <p>AH told us we have three new councilors and it was agreed that AO/PS would email them to welcome them and to invite them to our August Fun Day event.</p> <p>KA said that there was recently filming in Potters Fields Park and there is further filming on Thursday 12th May. There has been a lot of hiring out now that the lockdowns have ended and there are a lot of events coming up. KA to share the monthly listings and AO to also check out the website so that information can go into the Newsletters.</p> <p>KA suggested that we declutter the board room in order to create more space. The shelving and the fridge can both go and would generate much more room.</p> | Action |

There being no further business, the meeting ended at 7.45pm.

Date of next meeting: 14th June 2022 at 5.30pm

Agreed as an accurate representation of the meeting:

Chair