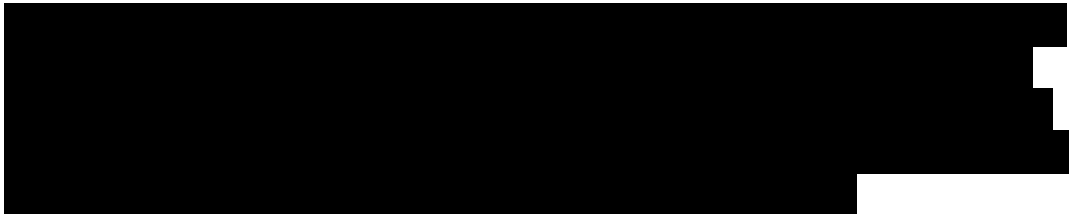


**Minutes of the FCHS Board Meeting
held at 6.30pm on Tuesday 3rd December 2019
at Horselydown Offices, 2 Fair Street, London SE1 2XA**

Attendees	Role
Alex Heslop (AH)	TMI Team Southwark
Angela Simpson (AS)	Board Member
Kenneth Higgins (KH)	Board Member
Oteng Asabre (OA)	Vice Chair
Helen Cadwallader (HC)	Chair
Abiola Olatunji (AO)	Interim Estate Manager
Vanessa Shone (VS)	Secretary
Sara Brown (SB)	Board Member
Teddy Amoyaw (TA)	Treasurer
Denilson Barduche (DB)	Board Member

No	Agenda Item	Action
1	Welcome and introductions Alex Heslop of the TMI welcomed everyone to the first meeting following the AGM.	
2	Apologies and Attendance Monitor There were no apologies received.	
3	Declaration of Interest None	
4	Minutes of previous meeting held on the 22nd October 2019 and matters arising Item 6 - HC and AO to pass on a recommendation to a previous management committee member following a meeting this week. Item 6 - Christine Nicholls has now stood down from the board due to personal reasons. HC to ask Christine for an address and to send a thank you card and flowers. Item 7 - Voids works – all works are now completed by the external contractor within two weeks and to a high standard. Current set up lacks capacity to do such works while also being on top of day to day repairs. Item 8 - structural investigation of Blocks 4-7 Devon Mansions. AH has been communicating with Joe Bannon, Project Manager in the Major Works Team, providing him with a copy of our Stock Condition Survey re cracks in Devon Mansions and will be in touch with AO.	<p>HC/AO</p> <p>HC</p> <p>AH</p>

	<p>Action Point: Keep as a permanent item under Major Works on the agendas. Major Works/Communal Decorations needs to be a stand alone item.</p> <p>Item 9 - CCTV and MFP - the council will be appointing a new provider for its future Multi Functional Printing requirements. AO has asked the existing contractors with FCHS to extend the contract for 3 months and will chase them for an acknowledgement. Yet to re-arrange visit by CCTV provider to carry out initial survey and quote.</p> <p>Action Point: AO to carry forwards CCTV coverage around the office and MFD provision</p> 	<p>AO</p> <p>AO</p> <p>HR Sub</p>
<p>5</p>	<p>Alex Heslop oversaw the election of officers and the appointment of individuals into subcommittees/external meetings. The result of this is as follows:</p> <p>Chair: Helen Cadwallader was appointed to this role V.Chair: Oteng Asabre was appointed to this role Treasure: Teddy Amoyaw was appointed to this role Secretary: Vanessa Shone was appointed to this role</p> <p>Election to sub-committees</p> <p>HR Sub-Committee Helen Cadwallader Vanessa Shone Kenneth Higgins Angela Simpson</p> <p>HR Sub-Committee meetings will take place on Tuesday evenings. Usually meetings take place every two months but we will need to meet monthly for the next three to four months in order to consider a range of staff related issues. AH confirmed that there was a training session available at D'Eynsford TMO on 7 December 2019 - VS volunteered to attend.</p> <p>Finance & Procurement Sub-Committee Teddy Amoyaw Oteng Asabre</p>	<p>VS</p>

	<p>Sara Brown Denilson Barduche Helen Cadwallader</p> <p>AH will send the handout from previous Finance training.</p> <p>Combine subcommittees Following a suggestion, the board opted to combine finance and procurement subcommittees – Agreed by All</p> <p>AO to undertake work which will combine the TOR for Finance and Procurement subcommittees into a joint sub-committee for consideration at the group's first meeting.</p> <p>As TA is now the Treasurer he will be the Chair of the Finance and Procurement Sub-Committee.</p> <p>HC reminded everyone that meetings can be done by email and phone and well as face-to-face.</p> <p>AO sends out emails to board members using BCC and requested permission to be able to send out emails with all of our email addresses showing. This is likely to foster transparency and communication amongst the board as and when needed.</p> <ul style="list-style-type: none"> • There was unanimous agreement for this approach. <p>AH asked for permission for our existing and subsequent email addresses to be seen by the council but restricting usage to the TMI Team who will use our information for communications relating to TMO business, training, etc.</p> <ul style="list-style-type: none"> • There was unanimous agreement for this 	<p>AH</p> <p>AO</p> <p>AO</p>
6	<p>Governance</p> <ul style="list-style-type: none"> • Induction pack for new members • Code of conduct • Board responsibilities. • Officer duties • Sub committees • Training for new and existing members <p>HC explained who we are and what we do for the benefit of the new board members.</p> <p>The Code of Conduct was signed by everyone at the meeting and handed to AO. All other forms are to be taken home, read and completed.</p>	<p>All</p>
7	<p>Election to representative bodies</p>	

	<p>a) London Bridge and West Bermondsey ward panel</p> <ul style="list-style-type: none"> • Vanessa Shone, Kenneth Higgins and Sara Brown. <p>b) Home Owners Council</p> <ul style="list-style-type: none"> • Defer to January 2020 meeting <p>c) Southwark Tenant Management Organisation Committee (STMOC)</p> <ul style="list-style-type: none"> • Vanessa Shone and Angela Simpson (Deputy) <p>d) Potters Fields Park Management Trust</p> <ul style="list-style-type: none"> • Helen Cadwallader <p>AO advised everyone to claim back fares and to use taxis where necessary. AO also said that childcare costs can be claimed back. TA confirmed that there is a policy in place for this.</p> <p>The next STMOC meeting will take place in January 2020 with the date and venue to be confirmed.</p>	board
8	<p>Manager's report The following reports were presented to the board:</p> <p style="padding-left: 40px;">a. Highlight report.</p> <ul style="list-style-type: none"> • 2 complex disrepair cases underway • 1 arbitration case adjourned • Annual report due to be delivered to residents imminently <p style="padding-left: 40px;">b. Q2 Monitoring Report (Performance)</p> <ul style="list-style-type: none"> • Rent: 98.8% - further improvement needed. • Void turnaround: 50.8 days – in urgent need of improvement. • Complaints and Members: 85.7% and 75% respectively – improvement needed 	
9	<p>HR Updates – [REDACTED]</p>	
10	<p>Health and Safety</p> <p>Fire Risk Assessment – Updated on outstanding items on register. Now on a downward trend. Further reduction to be achieved by next board meeting.</p>	
11	<p>Report back from council and other meetings</p>	

	<p>a) Southwark Tenant Management Organisation Committee (STMOC)</p> <p>AO reported back on the STMOC Allowance Working Group. We have secured 50% funding from Councillor Kieron Williams, Cabinet Member for Housing, towards the cost of hiring an independent firm of accountant. We have almost appointed an accountant to support TMO's through this process. AO and Chay Pulger, Estate Manager for D'Eynsford and Jackie Richards from the TMI Team will be meeting the preferred advisor tomorrow. The cost will be split between all of the TMO's (except for Leathermarket JMB). FCHS will have a bill in due course for this work for around £900 as its based on a price per property.</p> <p>Audit - BDO will do this around Feb/March, FCHS and one other TMO have been selected.</p> <p>b) Home Owners Council - no feedback c) London Bridge and West Bermondsey ward panel - no feedback d) Potters Fields Park Management Trust - no feedback</p>	
12	<p>Any Other Business</p> <p>It was agreed that meetings will continue to take place on the second Tuesday in the month at 6.30pm.</p> <p>The Christmas lunch for our elderly residents will take place on Wednesday 11th December at 12 noon at Brown's, Butler's Wharf. VS, KH and SB will attend.</p> <p>The staff and board Christmas dinner will be on either Tuesday 17th December or Wednesday 18th December at Cote Brasserie, Browns or Tas so hold these dates free. It will be at around 6.30pm or 7pm</p>	
	<p>There being no further business, the meeting ended at 8.45pm.</p>	

Date of next meeting: Tuesday 14^h January 2020 at 6.30pm