

**Minutes of the FCHS Board Meeting  
held at 6pm on  
Tuesday 8<sup>th</sup> August 2023  
at Horselydown Offices, 2 Fair Street, London SE1 2XA**

<b>Attendees</b>	<b>Role</b>
Sarah Armstrong (SA)	Estate Manager
Ken Higgins (KH)	Chair
Angela Simpson (AS)	Board Member
Ebun West (EW)	Board Member
Vanessa Shone (VS)	Secretary
<b>Apologies</b>	<b>Role</b>
Modupe West (MW)	Vice Chair
Alex Heslop (AH)	TMI Team Southwark
Kathy Atkins (KA)	Treasurer
<b>Guest</b>	<b>Role</b>
Ying Hoang (YH)	Appleby & Wood (Auditors)

	<b>Agenda Item</b>	<b>Action</b>
1	<b>Welcome and introductions</b>	
2	<b>Apologies and Attendance Monitor</b>	
3	<b>Declarations of interest - none</b>	
4	<b>Minutes of board meeting held on the 11<sup>th</sup> July 2023</b> The minutes were agreed as a true record	
5	<p><b>Matters Arising</b></p> <p><b>Action Points</b></p> <p><b>Item 5 (8):</b> Castle Water discount - SA to chase with Lana. We are a small office and buy in mineral water so have low usage.</p> <p><b>Item 5 (8):</b> Fair Street window boxes - the invoices show that we pay £394 per quarter, £473 with VAT, for a company to water flower boxes on the railings on Tanner Street fronting the Dream Garden.</p> <p><b>Item 5:</b> two hoarders have now been identified. SA and YC (Housing Officer) were not allowed to enter either property when they visited and are taking forwards with the Safeguarding Team.</p> <p><b>Item 7a:</b> Daniel Fuller has completed a paper version of the HS1 Form.</p> <p><b>Item 7d:</b> Agenda item</p>	<p><b>SA/Lana</b></p> <p><b>site visit</b></p> <p><b>SA/YC</b></p>

	<p><b>Item 8c:</b> Agenda item</p> <p><b>Item 8c:</b> PowerPoint presentation sent to KH</p> <p><b>Item 10:</b> Agenda item</p> <p><b>Item 12: Continuation Ballot</b> paperwork now collated - VS will send out the paperwork to the new board after the AGM</p> <p><b>Item 12: Lone Worker Policy</b> - SA has made contact with the person who commissions for the council.</p> <p><b>Item 12: Sunken Garden</b> - due to a written arrangement made between [REDACTED] and Equans, the £4,000 compensation payment will be paid direct to [REDACTED]. Equans should not have copied us into an email about this. SA will arrange for an FB2 key to be made available to any of the residents on request once the garden is reinstated.</p>	<p><b>SA</b></p>
<p><b>6</b></p>	<p><b>Draft Audited Accounts</b></p> <p>[REDACTED] from Appleby &amp; Wood (Auditors) was at the Finance &amp; Procurement Sub-Committee meeting on Thursday 3<sup>rd</sup> August 2023 and was here again this evening and went through the accounts again with the board. We have an outstanding amount of £38,000 which we need to invoice the council for. [REDACTED] will email Lana to see if we received the payment. VS to check previous minutes.</p> <p>[REDACTED] read out two letters then passed them plus ID forms to VS for distribution. VS to date the Appleby &amp; Wood letter with the same date as used on the accounts.</p>	<p><b>VS/Lana</b></p> <p><b>VS</b></p>
<p><b>7</b></p>	<p><b>Housing Service</b></p> <p><b>Performance monitoring - update</b></p> <p>x2 ASB issues - (1) people in roof areas and basement in Hartland House and (2) the closure order. As roof areas are a means of escape in the case of a fire breaking out, we can't stop the rough sleepers. SA is pressuring Southwark Council to install new doors in the roof areas.</p> <p>FRA issues - 1 closed, 1 due quite soon. There is a resident parking their mobility scooter in the communal parts of the block and he is charging the scooter through the letterbox.</p> <p>Annual gas safety checks – of the 10 referrals to Southwark Council in July it was found that 5 properties had already had the checks.</p>	<p><b>SA</b></p>

8	<p><b>Environmental</b></p> <ul style="list-style-type: none"> <li>a. <b>Health and safety</b> - a fire alarm was set off recently in Devon Mansions by a rough sleeper.</li> <li>b. <b>Accidents, incidents and near misses</b> - none</li> <li>c. <b>Safeguarding</b> - one issue has been raised</li> <li>d. <b>Art installation corner Devon Mansions and Tower Bridge Road</b> - the irrigation system has been disconnected and an overflow has been fixed. SA and ██████████ (MM) from the Grounds Maintenance Team had a look in the flat below the garden while on their inspection of the Vertical Garden. It seems to be the soil that is causing the problem so MM suggested that the penetrating damp could be dealt with by concreting over and Ade has contacted the council. Also a lady has offered to do gardening work.</li> <li>e. <b>Cleaning</b> - an appendix was handed out showing the council's Integrated Cleaning Contract check list between ICC and Housing. There are several items on the list that are not happening on our estate.</li> </ul>	Update
9	<p><b>Governance</b></p> <p><b>Finance and Procurement Sub-Committee feedback</b> - minutes of the meeting held on the 3<sup>rd</sup> August 2023 were looked at and board members were asked to vote in favour of having a credit card. All in favour. Daniel Fuller has asked about using the credit card to buy things at cheaper cost from Amazon.</p> <ul style="list-style-type: none"> <li>a. <b>Social Events &amp; Community Engagement Sub-Committee</b> - no update</li> <li>b. <b>AGM</b> - Rule 16 was looked at and will be adhered to. In previous years we have very generously invited everyone to attend.</li> </ul>	
10	<p><b>Training</b> - no updates</p>	
11	<p><b>Report back from Council and other meetings</b></p> <ul style="list-style-type: none"> <li>a. <b>Southwark Tenant Management Organisation Committee</b> - no meeting</li> <li>b. <b>Potters' Fields Park Management Trust</b> - no update</li> <li>c. <b>Safer Neighbourhood Team meeting</b> - VS attended the meeting and Yvonne (Housing Officer) also attended. Police do attend for shoplifting where less than £50 worth of goods have been stolen contrary to what the media says as a crime is a crime. Anyone offered cheap goods should not accept them as they could be arrested for handling stolen goods. Police recently tracked a phone thief from Borough High Street to Jamaica Road and recovered a stash of stolen phones which they returned to their rightful owners. There is a new officer (Josh) who is dealing with bicycle issues, Lime bikes, phone snatches, etc.</li> </ul> <p>The same ward priorities will continue:</p>	



	<ul style="list-style-type: none"> <li>• <b>Robbery / Weapons</b></li> <li>• <b>Vagrants ASB</b></li> <li>• <b>Abbey Street / St Saviour's Estate - Drugs activity</b></li> </ul> <p><b>d. LBS QHIP Scheme: Resident Participation Group - no meeting</b></p>	
<b>12</b>	<p><b>Communal Decorations</b></p> <p><b>FOI due by 31st July 2023.</b> KH emailed [REDACTED], Access to Information Manager, yesterday. KH to email the ward councillors tomorrow regarding the missing FOI response with the AGM getting closer.</p>	
<b>13</b>	<p><b>Any other business</b></p> <p>EW reported an abusive visitor turning up at St John's Estate as late as 2am/3am. The visitor is on remand now but the female resident that he goes to needs safeguarding advice and guidance from the TMO's Housing Officer.</p>	

There being no further business, the meeting ended at 8pm

Next Meeting: Tuesday 12<sup>th</sup> September 2023 at 6pm

Signed: 

Ken Higgins (Chair)