

**Minutes of the FCHS Board Meeting
held at 6pm on Tuesday 9th February 2021
via Zoom Conference**

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

Item	Agenda Item	Action
1	Welcome and introductions	
2	Apologies and Attendance Monitor	
3	<p>Declarations of interest Major works are taking place across the whole estate and Fire Safety works are currently taking place in Devon Mansions and Hartland House. Southwark Council is responsible for all of these works.</p>	
4	<p>Minutes of previous meeting held on the 8th December 2020 The minutes were agreed as a true record</p>	
5	<p>Matters Arising</p> <p>Chubb have now been given notice and the contract will come to an end on 31st March 2021. AO asked Chubb about removal of the peripherals and roughly how much this will cost. AO also emailed Eva Gomez, Resident Involvement Manager in the TMI Team, to formally inform the council that this arrangement will come to an end and ask what processes will be put in place by the council in its replacement. AH confirmed that there were ongoing Internal discussions within the Council.</p> <p>New telephone system and local network – It is unlikely this will be in place ahead of the financial year end due to connectivity issues. We understand that none of the main providers of wifi (BT & Virgin) have what is needed to support a new telephone system. Only option is to explore</p>	

	<p>other providers such as Hyperoptics and Communtiy fibre. We are quite central so they probably assumed that the infrastructure was there.</p> <p>Major Works - there is a clash of meetings this evening so the staff will be invited to attend our March meeting.</p> <p>Newsletters - three board members volunteered to act as lead officers on the production of future Newsletters:</p> <ul style="list-style-type: none"> • Kathy Atkins • Kenneth Higgins • Angela Simpson <p>Annual Planner - the pandemic has rendered this null and void. Normally we would have a range of social activities but this year we are unable to plan ahead until further notice.</p> <p>Textile recycling unit on St John's Estate - AO has thanked Veolia for their offer. However, this has been declined with the board having voted against it.</p>	Action
s6	<p>Housing Services</p> <p>a) Q3 Monitoring Report - April to December 2020/21)</p> <p>Rent collection is down throughout the country in the social housing sector. In Southwark rent collection is down across most TMOs and the council itself. This is due to the pandemic and the government having suspended the legal recovery actions/tools for the recovery of rent arrears. This issue will be discussed later this week at the TMO Managers' Meeting and again at the STMOC meeting on the 24th February 2021.</p> <p>The number of satisfactory repairs figures is not available due to the pandemic as the completed paperwork is not being returned to the office.</p> <p>Voids turnaround have also been affected by the pandemic.</p> <p>Estate inspections can't be attended by board members until the lockdown is over. VS has attended these in the past and PS would like to take part in the inspections when they resume.</p> <p>AH said that as of today there are only 3 outstanding fire risk tasks.</p>	

7	<p>Environmental</p> <p>a. Major works update - LBS are proceeding with the major works and Joe Bannon advised that the latest residents' meeting was mostly attended by leaseholders. Joe Bannon, Project Manager in the Major Works Team, said it would be useful to also have the input tenants at the major works meetings. PS attended the previous meeting and felt it was leaseholder specific issues/historical issues dominated [REDACTED] [REDACTED] Joe Bannon (Ola Adefala's manager) was in attendance and ensured residents were listened to in light of the issues with parking and scaffolding. Ola is the Contract Manager for the works.</p> <p>b. Health and safety:</p> <ul style="list-style-type: none"> • Fire risk assessments/Devon Mansions and Hartland House - Some residents are withholding access for the fire safety works by the council – fire alarm. First and second letters have gone out and a third letter will go out this week by the TMO. The council's contractor will require access in order to complete their work. Once the TMO has sent out all three letters then it becomes the council's responsibility to adopt an alternative approach. • The issue of the removal of the Chubb equipment is being discussed amongst the TMI Team, Asset Management, Engineering Services and Major Works. • Accidents, incidents and near misses - none 	
8	<p>Community Engagement</p> <p>a) COVID-19 update - staff are mostly working from home. Any new disrepair cases that come along will be passed to the council as they take a disproportionate amount of TMO resource. Eva Gomez has promised to reimburse the TMO for costs incurred for disrepair cases so that ensure the organisation is not out of pocket for current cases being managed by the TMO.</p> <p>b) Newsletter update - VS was approached by a lady from Fair Street Flats outside the FCHS office last week who wanted to pass on her thanks for the £15 shopping vouchers which were a lovely surprise. PS has also received a Thank You card via the office from another resident who had received the vouchers.</p>	

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Governance

a. HR Sub-Committee Update

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

b. Finance and Procurement Sub-Committee - Update - the F&P Sub-Committee minutes and associated documents were looked at in detail including the draft budget for 2021/22.

Recommendation for acceptance of draft budget from the Finance and Procurement Sub-Committee

- There was unanimous agreement for this recommendation.

c. Correspondence – The TMO is in receipt of a SARS request from a resident. They have placed a request for all information pertaining to their request to AO for access to emails and minutes which were discussed by the board where s/he were mentioned.

	<p>There has never been a conversation which is individual specific having access to the minutes so these documents do not exist.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>The board has to consider requests from residents to attend board meetings and a number of residents can sign a petition to demand an extraordinary meeting. AH said that we need to have another look at this as we are currently reviewing the Rules and the MMA 2013 version.</p> <p>AH read out Rule 55 (c):</p> <p><i>The Board shall ensure that proper minutes are kept of all General, Board and sub-committee meetings of the Society. Such minutes shall include a record of those present and of any decisions taken and shall be available for inspection by any member and any Board member of the Society at all reasonable times.</i></p> <p>AH suggested that we hold a Special Committee Meeting for leaseholders. It was discussed and agreed to put the minutes on the website with anything of a sensitive or personal nature redacted. AH suggested that we could invite observers to attend our meetings although they will not be allowed to speak or to make decisions. We could have an agenda for the ordinary items and then continue with a separate agenda where the press and public are excluded.</p> <p>It was discussed and agreed that AO should upload redacted minutes from meetings that took place prior to the 2020 AGM onto the website. However, we will have the Special Committee Meeting with the leaseholders first and will not put the minutes onto the website until after we've had this meeting. We will ask a ward councillor to Chair the meeting as a neutral.</p> <p>d. Committee training and development - on hold due to lockdown</p>	<p>All</p> <p>AO</p> <p>AO</p>
10	Report back from Council and other meetings	

	<ul style="list-style-type: none"> • Southwark Tenant Management Organisation Committee (STMOC) - this will take place on Wednesday 24th February 2021 from 5.30pm to 7.30pm • London Bridge and West Bermondsey Ward panel - no meeting • Potters Field Park Management Trust - KA attended a meeting recently. The Trust has no money and no events lined up due to the pandemic. They had a plan to have a Farmers' Market in St John's Churchyard on the hard surface near to the table tennis area but KA vetoed this as this type of market is far too expensive and we already have similar markets locally. Our residents would not benefit from it. • North West Housing Forum - PS is Deputy Chair – no meeting 	
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There being no further business, the meeting closed at 9pm.

Date of next meeting: Tuesday 9th March 2021