

**Minutes of the FCHS Management Committee Meeting  
held at 6.30pm on Tuesday 9<sup>th</sup> July 2019  
at Horselydown Offices, 2 Fair Street, London SE1 2XA**

Attendees	Role
David Johnson (DJ)	Property Service Manager
Victoria Maduaka (VM)	Service Development Manager
Oteng Asabre (OA)	Management Committee Member
Florence Essien (FE)	Management Committee Member
Richard Amoah (RA)	TMI Team Southwark
Christine Nicholls (CN)	Chair
Vanessa Shone (VS)	Secretary
Councillor Humaira Ali (HA)	London Bridge & West Bermondsey
Helen Cadwallader (HC)	Vice Chair
Apologies	Role
Tim Gadd (TG)	Treasurer
Maeve Campbell (MC)	TMI Team Southwark

No	Agenda Item	Action
1	<b>Welcome and introductions</b>	
2	<b>Apologies and Attendance Monitor</b> HC has given apologies for lateness	
3	<b>Declarations of interest, L&amp;D skills audit and code of conduct</b> VS is affected by 7b, works at Devon Mansions.	
4	<b>Minutes of Management Committee held on the 11<sup>th</sup> June 2019</b>  DJ to re-write 6a) and then the minutes can be signed off.	DJ
5	<b>Matters Arising</b>  4a) Absence of Estate Manager – [REDACTED]  8c) New Accounting Software - DJ spoke to our auditors and they advised to keep with Sage.  11) AOB - we paid for 5 delegates to attend the NFTMO conference and NFTMO had cashed the cheque. Lana has written to the Head of NFTMO. We need a refund but Chair of NFTMO has not responded.  11) [REDACTED]	DJ     HR Sub

6	<p><b>Planning</b></p> <p><b>a) Continuation Ballot Feedback</b></p> <p>6a) 28.1% response rate so far with 189 votes cast with 148 yes votes and 43 no votes. 672 people are eligible to vote in 558 properties.</p> <p>VM advised that FCHS were granted a week's extension and first class letters went out yesterday. The extension began yesterday and closes at 12 noon on Tuesday 16<sup>th</sup> July. DJ has a list of addresses where there was no response and staff are door knocking these properties. Councillor William Huongbo will door knock with DJ on Thursday 11<sup>th</sup> July during the afternoon.</p> <p>7pm - HC joined the meeting</p> <p>Letters will have been received today at addresses where there was no response. They were sent out first class yesterday. DJ is looking at getting agency staff, professional door knockers. Committee members to let DJ and VM know if they can door knock with staff and will need to go in pairs. HC requested an action point to get door knockers. DJ to do this tomorrow morning and to get back to CN.</p> <p><b>b) Business Plan Update</b></p> <p>Version 3 of the BP was sent out to everyone by CN on the 4<sup>th</sup> July. TG has a tracking document showing who suggested what on each page. CN asked all management committee members to review the 3<sup>rd</sup> draft and we need it signed off in August 2019. The deadline for sending comments or amendments is 31<sup>st</sup> July 2019.</p> <p><b>c) Preparation for AGM</b></p> <p>Tuesday 24<sup>th</sup> September 2019 at the Dixon Hotel</p> <p>Minutes of the 2018 AGM were reviewed. TG and CN will both be stepping down at the 2019 AGM. RA said that for the management committee to continue efficiently we need to retain knowledgeable people.</p> <p>We need to give residents 21 days' notice of the AGM and to make them aware that we are proposing two changes to our rules. CN will meet with staff on the 11<sup>th</sup> August to look at the presentation, etc. CN to chase TG for the narrative for the accounts. HC suggested handing out an A4 sheet of questions in order to survey the residents. VS to get a list of Southwark Council's Survey Team questions so that we can follow the same format.</p> <p><b>d) Seaside Trip</b></p>	<p>DJ</p> <p>CN/TG</p> <p>VS</p>

	<p>Due to the current shortage of staff in addition to the Continuation Ballot and AGM there is too much workload to organise a coach trip. Other things are much more critical to the organisation.</p>	
7	<p><b>Finance and Procurement update</b></p> <p><b>a) Audited accounts</b></p> <p>Preliminary work has been completed and the draft audit is being prepared. DJ sent out information requests from the auditors to management committee members.</p> <p><b>b) Devon Mansions/ St John's Estate Playground</b></p> <p>DJ has consulted with Southwark Council and Section 20's have been suspended and the consultants have been advised that we're going to re-tender. Contractors unhappy and may take legal advice but nowhere have we awarded the contract. DJ has written to the consultants. Tender Management Permission was not given so as far as we are aware the consultants awarded the contract, not FCHS. [REDACTED]</p> <p><b>St John's Playground, St John's Estate</b></p> <p>Rats/drains issue is taking too long for the playground works to begin. DJ to email Councillor Humaira Ali and she will assist us to get things moving.</p>	DJ/HA
8	<p><b>Manager's Report</b></p> <p>DJ gave the report and Rents and Repairs targets are being met. Q1 figures will be available at the next meeting. One Void was let today and the moving in date is tomorrow.</p> <p>Green roofs - DJ met with Southwark Council officers about the greening of Lewes House. This work is at the planning stage and we are looking to get on site in January 2020. Southwark Council will be carrying out the work on behalf of Team London Bridge.</p>	
9	<p><b>Reports back from Council and other meetings</b></p> <p><b>a) Southwark Tenant Management Organisation Committee</b></p> <p>The next meeting will take place on Wednesday 17<sup>th</sup> July 2019 at 6.30pm.</p> <p><b>b) Home Owner Council</b></p> <p>Southwark Council still looking at this issue.</p> <p><b>c) London Bridge and West Bermondsey Police ward panel</b></p>	

	<p>█ gave a witness statement to Police on the 28<sup>th</sup> June 2019 when there was an incident in Tooley Street involving the youths on bicycles. The next ward panel meeting will take place in July/August.</p> <p><b>d) Potters Fields Park Management Trust</b></p> <p>From 2012 to 2017 FCHS had a strong relationship with Potters Fields and we had the Big Lunch until 2017 when the manager (John) left and our relationship has gone cold since that time. The park exists because of the work of Tooley Street TRA. CN made contact with Potters Fields when she became chair but didn't hear back from them. HC said there is a possibility that next year there will be a Big Lunch. There's money available for events such as this.</p>	
<b>10</b>	<p><b>Health and Safety</b></p> <p><b>a) Access to Occupational Health</b></p> <p>CN said that FCHS is not offering Occupational Health to staff and this will be discussed at the HR Sub-Committee meeting. Peninsular have sent a quote for FCHS staff based on 7 employees (we have 9 employees).</p> <p><b>b) Accidents, incidents and near misses</b></p> <p>None</p>	<b>HR Sub</b>
<b>11</b>	<p><b>AOB</b></p> <p><b>11.1 Bailiffs</b></p> <p>DJ told the meeting that Southwark Council bailiffs came to the FCHS office last week regarding an outstanding invoice for £36,000 as a contribution towards repairing the holes in the external brickwork. It was an inappropriate way to behave as the bailiff had a Southwark Council lanyard. RA said the TMI Team had ways to deal with this sort of activity such as withholding part of the allowance.</p> <p>RA saw an email from JH accepting the £36,000 charge and Councillor Ali has been asked by a leaseholder if the £36,000 was added to the service charges.</p> <p>External brickwork is not in our MMA and TG was not aware of the payment. RA said that the invoice was sent in October 2018 and FCHS had asked for the scaffolding to be left up so that FCHS could do other works. DJ said the holes were due to boiler renewals and there were 106 holes on the estate when he arrived. Any external repairs are down to Southwark Council.</p> <p>Councillor Ali to meet with DJ and CN to discuss this issue.</p>	
<b>11.2</b>	<p><b>Training</b></p>	<b>HA/DJ/ CN</b>

	<p>RA sent out a training list following the STMOC agreement where £1,000 was taken from each TMO across Southwark regardless of size. We need to put our names down for the training courses.</p>	
11.3	<p>Councillor Ali said that funding is becoming available soon although the Greater Estates Programme closed last week.</p>	
11.4	<p><b>Planning applications</b></p> <p>Planning applications are not coming to us including those regarding noise/ASB on Druid Street. VS said we find out local information via Community Councils but they've stopped taking place.</p>	
11.5	<p><b>Licensing issues</b></p> <p>Councillor Ali advised that two breweries next to the Arnold Estate on Druid Street are having their licences renewed. We also experience noise from breweries outside St John's Estate.</p>	
11.6	<p><b>Youths on bicycles</b></p> <p>Councillor Huongbo is spokesperson regarding any issues with the youths on bicycles.</p>	
	<p><b>Date of next Board Meeting: Tuesday 13<sup>th</sup> August 2019</b></p>	
	<p>There being no further business, the meeting ended at 8.50pm.</p>	