

**Minutes of the FCHS Board Meeting**  
**held at 6pm on**  
**Tuesday 11<sup>th</sup> April 2023**  
**at Horselydown Offices, 2 Fair Street, London SE1 2XA**

Attendees	Role
Godfrey Hamilton (GH)	Interim FCHS Estate Manager
Modupe West (MW)	Vice Chair
Angela Simpson (AS)	Board Member
Ken Higgins (KH)	Chair
Sabrina Francis (SF)	Board Member
Vanessa Shone (VS)	Secretary
Apologies	Role
Kathy Atkins	Treasurer
Ebun West	Board Member
Alex Heslop	TMI Team Southwark

	Agenda Item	Action
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 14<sup>th</sup> March 2023</b> The minutes were agreed as a true record.	
5	<b>Matters Arising</b>  Item 5 (7c) - Cleaning issue - EW to contact GH outside of the meeting. EW still to provide GH with details of which property is involved.  Item 5 (10) - QHIP Scheme - EW contacted Ade Adams about the issue of rainwater cascading at St John's Estate since major works took place.  Item 7 - GH still to speak to KA about what services Team London Bridge covers in the area around Lewes House.  Item 8 - CV's for the Estate Manager role - agenda item  Item 8 - budget allowances finally received after ongoing delays - agenda item.  <b>Item 9</b> - AH still to advise on whether the council is doing Fire Safety Training.	<p style="text-align: center;"><b>EW</b></p> <p style="text-align: center;"><b>GH</b></p>

6	<p><b>Housing Service</b></p> <p><b>Performance monitoring – update</b></p> <p>Rent and Garage figures for the past financial year were looked at in depth.</p>	
7	<p><b>Environmental</b></p> <p><b>a. Health and safety:</b></p> <ul style="list-style-type: none"> <li>• <b>Fire risk assessments</b> - we've been asked to remove plastic flowers and some residents are storing items in the unlocked chute rooms. The APEX database has to be updated. Fire Safety Officers go around and look at the blocks and check that the fire doors are in good working order. Devon Mansions fire exits will be sealed shut and those in Blocks 20 and 21 have already been done. In the event of a fire alarm being triggered, the doors will open automatically. All of the old drying rooms are locked and they are checked on Estate Inspections. Some buildings have unlocked doors where access to the chute rooms is needed.</li> <li>• <b>Estate inspections</b> - [REDACTED] (Housing Officer) has left and [REDACTED] (Cleaning Supervisor) was not available today so GH went on the Estate Inspection. There is some pooling of rainwater on St Olave's Estate balconies. It used to run off towards the drains but there is no slanting now. St John's Estate also had water pooling on the balconies today. Appearance wise the new flooring is brighter and can be cleaned. The cleaners should be moving the pooling rainwater away.</li> <li>• <b>GH action point to check the pooling water and to speak to [REDACTED]</b></li> <li>• <b>Accidents, incidents and near misses</b> - VS sent GH an email earlier today from the Complaints inbox concerning an insurance claim.</li> </ul> <p><b>b. Safeguarding</b> - no issues</p>	<p style="text-align: right;"><b>GH</b></p>

**8 Governance**

**a. FCHS rule change to allow Hybrid/ Zoom meetings** - this was voted down at the 2022 AGM by our residents. We need to amend our Rules if we can by having a vote on it again. There was a unanimous vote by board members this evening to permit Hybrid Zoom meetings.

**b. HR Sub-Committee feedback**

- **update from the meeting held on the 14<sup>th</sup> March 2023** - at the last board meeting concerns were raised about where we were with recruitment and GH was asked to speak to Andrew Charnock. GH also spoke to [REDACTED] and we await a final reference from the place where she is right now. We carried forward the issue of Andrew Charnock and the service we receive from him. We will continue to use him as we're very involved right now and he has re-advertised on new sites. We will need another HR Sub-Committee meeting and for volunteers to sit on the interview panel. Brenchley Gardens may or may not have carried out due diligence prior to hiring [REDACTED] but scrutiny later on will need to see that we have been through due diligence ourselves. [REDACTED] was told to deal with us, not Andrew Charnock, and she has sent documents direct to us. Peninsular are involved and GH will agreed the pay scale next week.
- **Date of next HR Sub-Committee** - we will wait to hear from Andrew Charnock about CV's before arranging a date and then arranging interviews.

**c. Finance and Procurement Sub-Committee feedback**

- **Update from meeting held on the 29<sup>th</sup> March 2023**

Castle Water discount to be pursued

Fair Street window boxes to be looked at

Apolonia have noticed that we're giving them less work. Antonio is doing more jobs himself including some of the voids works.

	<p>We are now on BACS, VS still be set up. Lana to look into digital signatures. We also need a credit card which will be held securely in the office.</p> <ul style="list-style-type: none"> <li>• <b>Date of next meeting – 27th April 2023 at 6pm</b></li> </ul> <p><b>d. Social Events &amp; Community Engagement Subcommittee update - no meeting</b></p>	
9	<p><b>Training</b></p> <p>Harold Markham emails KH and KA, KH to forward on these emails to all board members or to forward to GH who will distribute them.</p> <p><b>NFTMO Annual Conference- 23-25 June 2023</b></p> <p>We will hire a coach for the following TMO's:</p> <p>4 delegates from FCHS 4 delegates from GGTMO 2 delegates from JMB</p> <p>This will depart between 11am and 12pm</p>	KH
10	<p><b>Report back from Council and other meeting</b></p> <ul style="list-style-type: none"> <li>• <b>Southwark Tenant Management Organisation Committee - no meeting</b></li> <li>• <b>Potters' Fields Park Management Trust - KA not here</b></li> <li>• <b>Safer Neighbourhood Team meeting - the next meeting will take place on Monday 24<sup>th</sup> April 2023 at 7pm at Bermondsey Village Hall.</b></li> </ul> <p><b>LBS QHIP Scheme: Resident Participation Group</b> - GH went to the last meeting and there's one next week on Thursday 20<sup>th</sup> April 2023 with the time, Zoom link, etc still to be provided. The main points of the last meeting were that Open Communities, who were chairing the meetings, have decided to withdraw due to the issues and not moving on with the council which is having reputational issues on their name. The CEO of Open Communities made the point that they are facilitators and don't have the power to instruct anyone in the council. The meeting on the 20<sup>th</sup> April may not go ahead as the council cannot find a chair as no one wants to take on</p>	

	<p>the role. Regarding the signing off, GH spoke to [REDACTED] today and raised a number of issues, a main one being the basement areas of Devon Mansions, security doors on Blocks 4 to 13 where you can walk on the roof and scaffolding still up on Block 1 Devon Mansions. There are also two or three flats where there are steel supports in the kitchens. One leaseholder is living elsewhere and the council is paying for this. One tenant is refusing to move temporarily and a second tenant was offered temporary accommodation in Erith where she stayed for just one day before moving back. One tenant found an AIR BnB property but it can't be booked by a third party. There is damage to the Sunken Garden and the Vertical Garden which needs to be addressed through making good or compensation. GH to ask [REDACTED], Building Safety Manager, to keep us in the loop and there should be a sign off period. There are drainage issues and outstanding Fire Safety works. A snagging list needs to be sent out to all interested parties which would include leaseholders. There will be issues where the outstanding works are between the Major Works Team and the Repairs Team but some residents might think it's the responsibility of the TMO. GH has spoken to [REDACTED] and [REDACTED], Design &amp; Delivery Manager. Not all council officers are showing their faces during the Zoom meetings.</p>	
11	<b>Any other business - none</b>	

**There being no further business, the meeting ended at 7.40pm.**

**Date of next meeting - Tuesday 16<sup>th</sup> May 2023 at 6pm**

Signed: 

Ken Higgins (Chair)

