

**Draft Minutes of Meeting of the FCHS Board  
held at 6.30pm on Tuesday 11 December 2018  
at The Beormund Centre, 177 Abbey Street, London, SE1 2AN**

Attendees	Role
Tim Gadd (TG)	Treasurer
Oteng Asabre (OA)	Board Member
Vanessa Shone (VS)	Secretary
Florence Essien (FE)	Board Member
Jon Harford (JH)	FCHS Estate Manager
Teddy Amoyaw (TA)	Board Member
Ebun West (EW)	Board Member
Alex Heslop (AH)	TMI Team Southwark
Apologies	Role
Christine Nicholls	Chair
Helen Cadwallader	Vice Chair
Maeve Campbell	TMI Monitor Southwark
Victoria Maduaka	FCHS Service Development Manager

No	Agenda Item	Action
1	<b>Welcome and introductions</b> Tim Gadd chaired the meeting	
2	<b>Apologies and Attendance Monitor</b> We currently have 10 board members	
3	<b>Declarations of interest, L&amp;D skills audit and code of conduct.</b> Board members present at the meeting were reminded which forms they still needed to complete. AH advised that the L&D skills audit forms could be marked "no change" rather than written out again.	
4	<b>Minutes of Management Committee held 13 November 2018</b> The minutes were agreed as a true record and were signed by TG	
5	<b>Matters Arising</b> AH asked for an update on the Continuation Ballot. JH said that we've agreed to use an outside company to do the ballot and are looking at price comparisons. The last ballot took place on the 30 June 2014.	
6	<b>Reports back from Council and other meetings</b> a) <b>Southwark Tenant Management Organisation Committee</b> VS was elected Vice Chair of STMOC at the AGM on the 14 November. AH gave a report on the meeting and requested that the board table Safeguarding at the 8 January board meeting. TOR were looked at and we need to provide feedback on these as well.  We need a Safeguarding Champion for each TMO by the end of March 2019.	<b>Safeguarding and STMOC TOR feedback at 8 January 2019 meeting</b>

	<p>b) <b>Home Owner Council</b> - no update and we need to look at having a new representative.</p> <p>c) <b>London Bridge and West Bermondsey Ward Panel</b> - no update, there is a meeting tomorrow night at 7.15pm which our Housing Officer will attend.</p> <p>d) <b>Potters Field Park Management Trust</b> - no update. The missing St John's Churchyard railings are currently being worked on in Wales.</p> <p>There is a hardcore of young cyclists gathering in St John's Churchyard even at 3pm or so when they should be attending school. They also gather in the evenings and at weekends and come from north London as opposed to being local. St Olave's Estate residents come into the office and it is an ongoing thing that just needs to be monitored. Residents should talk to the Police if there are any issues.</p>	
7	<p><b>Manager's Report</b></p> <p><b>Rent collection and arrears recovery</b> - at the end of November 2018 we have collected 99.95% of rent due. Anything surplus to 98% of rent collected will be kept as income to the TMO.</p> <p><b>Repairs</b> performance shows that 97% of repairs are completed on time.</p> <p><b>Empty Homes</b> currently stand at 6 properties with a void turnaround time of 22.2 days.</p> <p>9 Complaints were received this year together with 12 Members Enquiries.</p>	
8	<p><b>Planning</b></p> <p><b>a) Business Plan</b></p> <p>JH expected allowances to remain at similar levels to now and noted that around 20% to 30% of officer time goes on Universal Credit. VS asked AH if Shaun Regan could bring data on the Universal Credit impact on TMO's when he attends the January STMOC meeting.</p> <p>AH said the TMI Team has started a review of the 5 TMO's that manage major works. Calford Seaden will be doing inspections/surveys and then the TMI Team can come back with a costed programme of decs based on a 5 year schedule. Southwark Council have our Calford Seaden report and David Johnson has negotiated with them. AH said that the inspections/surveys are in order to provide financial information so they will go ahead as it is separate to current planned programmes of works.</p> <p>JH said that it has been agreed that FCHS will remove the old fire alarm pipework and then Southwark Council will reimburse</p>	<p><b>VS</b></p> <p><b>AH</b></p>

	<p>us. FCHS will do the work piecemeal. AH will send JH a link to the QHIP page on the council's website.</p> <p>Everyone to read through the Business Plan draft and to send comments to JH no later than the 8 January 2019.</p> <p><b>b) General Meeting 29 January 2018</b>  JH said the Chair would like this to be similar to a Workshop. If we are not quorate then residents can still have input into the Business Plan on the night. The rule change should take place on the 29 January if the meeting is quorate.</p> <p><b>c) Modular Management Agreement negotiations</b>  Richard Amoah from the TMI Team has sent through a 2013 version of the MMA to replace the 2005 version. The 2013 language is clearer and we're looking at mid-January for the first discussions with Richard Amoah. JH to circulate the 2013 MMA document.</p>	<p><b>All Board Members</b></p> <p><b>29 Jan 2019 Rule Change</b></p> <p><b>JH</b></p>
<b>9</b>	<p><b>Finance and procurement</b></p> <p><b>a) Management accounts</b> - reviewed</p> <p><b>b) Procurement update</b></p> <p>JH advised that Keegans have received 3 tender returns so far although we would ideally like 5. Keegans will carry out an analysis this week for presentation to the F&amp;P sub-committee on the 20 December so they can make a selection. JH to chase Keegans for this information to ensure its ready for that meeting.</p> <p>Blocks 4-7 Devon Mansions pending Southwark Council works. AH to liaise with Joe Bannon/Sylvester Hilton about these works which could hold us up.</p>	<p><b>JH</b></p> <p><b>AH</b></p>
<b>10</b>	<p><b>Health and Safety</b></p> <p><b>Accidents, incidents and near misses</b> - none</p>	
<b>11</b>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• The next STMOC Meeting will take place on Wednesday 16 January 2019.</li> <li>• The FCHS Newsletter is going through letterboxes tomorrow and will show the Christmas opening hours. Where we close early on some days the residents can call JH's mobile number so that services remain covered.</li> <li>• EW raised the issue of noisy neighbours on St John's Estate where DIY noise carries on late into the night.</li> </ul>	
	<p><b>Date of next Board Meeting:</b></p> <p>Tuesday 8 January 2018</p> <p>There being no further business, the meeting closed at 8.30pm</p>	

