

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

Attendees	Role
Sarah Armstrong (SA)	Estate Manager
Kathy Atkins (KA)	Treasurer
Ken Higgins (KH)	Chair
Angela Simpson (AS)	Board Member
Ebun West (EW)	Board Member
Alex Heslop (AH)	TMI Team Southwark
Vanessa Shone (VS)	Secretary
Apologies	Role
Modupe West (MW)	Vice Chair

	Agenda Item	Action
1	Welcome and introductions	
2	Apologies and Attendance Monitor	
3	Declarations of interest - none	
4	Minutes of board meeting held on the 13th June 2023 The minutes were agreed as a true record	
5	<p>Matters Arising</p> <p>Action Points</p> <p>It was noted that Godfrey Hamilton left the organisation after the 13th June 2023 board meeting.</p> <p>Item 5 (9) - AH has met the new Fire Safety Manager, [REDACTED].</p> <p>Item 8: Castle Water discount - SA to chase with Lana.</p> <p>Item 7 (J): art installation - KA is leading on this</p> <p>Item 8: Fair Street window boxes - SA to check with Lana what we are paying for. The hanging flower baskets have gone from Fair Street Flats and Barnham Street and the flower boxes on the railings from Block 1 to Block 7 Devon Mansions were removed when the major works began and not put back.</p> <p>Item 9: KH/MW/SA met on Tuesday 4th July and have booked a room at the Dixon's Hotel for this year's AGM. The room is free of charge and will include the provision of still and sparkling water. KA</p>	<p style="text-align: right;">SA/Lana</p> <p style="text-align: right;">SA/Lana</p>

	<p>will look at the food closer to the time. The AGM will start at 7pm and finish at 9pm.</p> <p>Item 7 (c): outstanding repair to tiles outside Block 2 completed recently after a long wait.</p> <p>Item 7 (a): issues in Blocks 11, 15 & 17 Devon Mansions - agenda item</p> <p>Item 7 (g): Art Installation outside Lewes House - agenda item</p> <p>Item 10 (h): Correction - SA attended an internal progress meeting and did not meet any leaseholders as it was for staff and contractors.</p> <p>Item 12: cleaning issues need to be listed on a log, not raised as complaints.</p> <p>Item 12: VS sent the minutes of the Initial Estate Cleaning Meeting held on Thursday 9th March 2022 to SA and KH.</p>	
6	<p>Housing Service</p> <p>Performance monitoring - update</p> <p>Rent collected is slightly below target at 97.88%</p> <p>No voids</p> <p>General Enquiries are not being recorded so will be taken out of the Correspondence section</p> <p>ASB - there are two issues, the closure order and people in the loft areas and on the flat roofs. Police would like us to secure the doors in the roof areas but at the moment they are alternative means of escape in the event of a fire so we can't do this. Fire doors installed at Blocks 20 and 21 cost around £8,000 each. The Police, Rough Sleeper Street Population Co-ordinator, Wardens and the Fire Safety Manager have all become involved. One meeting has taken place and there will be another one. The new Fire Safety Manager is looking at previous reports about fire safety in Blocks 1 to 3 Devon Mansions.</p> <p>Fire Risk Assessments - these have been reduced from 20 overdue actions at the 13th June 2023 board meeting down to just 4.</p> <p>Overdue annual gas services cases are referred to Southwark Council. One property was accessed recently with a warrant but the heating engineer could not carry out the gas safety check due to the</p>	<p>SA/YC</p>

	hoarding issue. SA and YC (Housing Officer) will discuss this case on Thursday.	
7	<p>Environmental</p> <p>Health and safety Safeguarding</p> <p>a. Accidents, incidents and near misses - Daniel received verbal abuse on the phone from the hoarder following the forced entry. AH to send SA an HS1 form.</p> <p>b. Safeguarding - update - none</p> <p>c. Art installation on the corner of Devon Mansions and Tower Bridge Road - █████ contacted SA today and said there should be a membrane on the wall of Block 8 Devon Mansions to stop water penetration. After works were completed, unknown persons turned the water back on and fitted a padlock. There is also rubbish at the base of the art installation.</p> <p>d. Cleaning - we have a log of issues ahead of a cleaning meeting although issues raised by █████ as a Stage 1 Complaint have not been included on this log. █████ also raised the issue of external basement areas not being cleaned again with the same cans, empty water bottles, crisps wrappers, etc being present now for three weeks. █████ was asked to contact the office so that new issues can be added to the log. AH advised SA to tell █████, North West Area Manager (Cleaning) that the bulk collections that we pay for are not being adhered to.</p>	<p>AH</p> <p>SA</p>
8	<p>Governance</p> <p>a) Finance and Procurement Sub-Committee feedback</p> <ul style="list-style-type: none"> • Date of next meeting - Tuesday 25th July 2023 at 6pm where the Auditor will be present, also at the AGM, but we need to pay for attendance at any further meetings. <p>b) Social Events & Community Engagement Sub-Committee feedback</p> <ul style="list-style-type: none"> • KA has some information that she will send to Daniel about an event taking place on the weekend of the 22nd and 23rd July. There will be 6 feet by 3 feet pitches available for people to sell second hand goods from a suitcase and food will be home cooked in St John's 	

	<p>Churchyard. The event is called "In a Field by a Bridge" - Daniel to send out information to residents.</p> <p>c) AGM 2023 a room has been secured at the Dixon's Hotel from 6.30pm to allow us to set up between 6.30pm and 7pm. The AGM will take place on Thursday 21st September 2023 from 7pm to 9pm. KA to let the hotel know 10 days before the event if we need them to provide refreshments and she will send around the food list. Invitations to attend to go out a month before the actual event and we need to say that "the financial report is available on request, if you wish to see the full accounts please contact the office". Invitations to be physically put through all 557 letterboxes in accordance with Rule 16:</p> <p><i>"A General Meeting shall be convened by at least fourteen days' notice in writing posted or delivered to the address of every member and every Board member recorded in the register of members, specifying whether the meeting is an Annual or a Special General Meeting and stating the time, date and place at which it is to be held. In the case of an Annual General Meeting, the notice shall include details of the general nature of the business to be transacted; in the case of a Special General Meeting the notice shall contain details of the precise nature of the business to be transacted, and no business may be transacted at a Special General Meeting other than that specified in the notices calling it."</i></p> <p>Nomination forms to be attached to the invitations to attend the AGM. The deadline for nominations forms to go out is the 24th August 2023 in order to give 28 days' notice but KH would like to aim for an extra week's notice. SA to email Ken the PowerPoint presentation from last year.</p>	<p>KA</p> <p>SA</p>
9	<p>Training</p> <p>NFTMO Annual Conference - 23-25 June 2023 feedback</p> <p>Business Plan - once the AGM is out of the way we need to produce a new Business Plan.</p> <p>Slides from all of the presentations will be sent out to board members.</p>	
10	<p>Report back from Council and other meeting</p> <p>a. Southwark Tenant Management Organisation Committee - no meeting</p> <p>b. Potters' Fields Park Management Trust - KA attended a meeting and the director of the Bridge Theatre is now the Chair of PFPMT. There is lots going on with something happening tomorrow and the Barbie advertising will take</p>	

	<p>place there during the next couple of weeks.</p> <p>c. Safer Neighbourhood Team meeting - the next meeting in on Monday 31st July 2023</p> <p>d. LBS QHIP Scheme: Resident Participation Group - cancelled</p>	
11	<p>Communal Decorations</p> <p>KH has submitted a Stage 1 Complaint and an FOI to Southwark Council. The FOI Team said they aim to reply by the 31st July.</p>	KH
12	<p>Any other business</p> <p>AH has prepared an annual review report for us which we can use in our AGM presentation. We can't hand back the untidy tenancy as it's a sublet so it can't be removed from the rent arrears figures. Tenancy checks do not feature in the report but we need to get back on track with these. We can add other things to the annual report on request.</p> <p>The Housing Ombudsman has recently revised the final response timeline for Stage 1 Complaints from 15 working days to 10 working days.</p> <p>TMO's can now use a portal to upload the annual accounts which was introduced a couple of years ago.</p> <p>Continuation Ballot - AH said it has to take place before July and we need to start thinking about it well in advance. The previous ballot took place between 17th June and 1st July 2019 with assistance from the Electoral Reform Services who have changed their name to Civica Election Services. VS to share the information on what we did at that time from the 2019 minutes.</p> <p>Lone Worker Policy - SA said that the Housing Officer should use a lone worker device but the TMO doesn't have one. AH showed us his device and explained how it works and will send a link to SA.</p> <p>Southwark Gas Networks will be upgrading their gas network by replacing the internal gas pipes with new external gas pipes at Devon Mansions. There is a drop in session at 160 Tooley Street (Room 109) on Thursday 13th July 2023 between 5pm and 6pm.</p> <p>Sunken Garden - Equaans have agreed to pay £4,000 and we agreed that the money will be paid to FCHS. There was further</p>	<p>VS</p> <p>AH</p>

damage where a resident on St John's Estate had two cypress trees destroyed when the scaffolding went up there. He will also put in a claim for damage to his plants - two Cyprus trees and a vegetable patch were damaged. AH said we should consult with everyone across the estate.	SA
--	----

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

Next Meeting: Tuesday 8th August 2023 at 6pm

Signed: 

Ken Higgins (Chair)