

**Minutes of the FCHS Management Committee Meeting
held at 6.30pm on Tuesday 11th June 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
Christine Nicholls (CN)	Chair
Vanessa Shone (VS)	Secretary
Tim Gadd (TG)	Treasurer
Alex Heslop (AH)	TMI Team Southwark
Helen Cadwallader (HC)	Vice Chair
Apologies	Role
Teddy Amoyaw (TA)	Management Committee Member
Maeve Campbell (MC)	TMI Monitor Southwark

No	Agenda Item	Action
1	Welcome and introductions	
2	<p>Apologies and Attendance Monitor HC has given apologies for lateness.</p> <p>CN has written to [REDACTED] and [REDACTED] as they have not attended 6 management committee meetings so are no longer on the committee.</p>	
3	Declarations of interest, L&D skills audit and code of conduct	
4	<p>Minutes of management committee held on the 14 May 2019</p> <p><i>Item 5b) Electoral Commission should read Electoral Reform Services.</i></p> <p><i>Item 5d) CN will send a copy of Chapter 5 Financial Management to TG for him to look at and comment on.</i></p> <p>The minutes were read and agreed with these two amendments and were signed by CN.</p>	
5	<p>Matters Arising</p> <p>4a) Absence of Estate Manager - [REDACTED]</p>	

[REDACTED]

At 18.53 HC joined the meeting

4c) [REDACTED]

5c) Draft Business Plan - CN has asked Lee Page to assist us with the final Business Plan and she has agreed to the cost of £1,950. Lee has been given a lot of feedback from us. He needs some information on finance and will tell us what's needed on his return from leave.

5d) Management Agreement and Rules update - the MMA is on hold for the time being while the Estate Manager is absent.

10) External decorations complaint received by the TMI Team - TG asked about this complaint and AH advised him that he has not yet drafted the final response.

6 Planning

a) Devon Mansions

TG found a flaw in the procurement document. We did not follow due process in Gateway 2. Advice from Southwark Council is to re-tender the contract as the ratio of quality to cost was not done. Ference Morath has been very helpful and we have stopped the tender process at the moment. DJ has spoken with Savoy and Home Ownership and Section 20's have been suspended and letters will go out to leaseholders. We need to tender again and to ask the contractors to quote for both contracts, Devon Mansions and Lewes House.

Finance and Procurement Sub-Committee can approve Gateway 1 but Gateway 2 needs to come to the management committee meeting and we'll

aim for July. Savoy has not been given an instruction to start work and Ference Morath said DJ should contact Legal about this which he will do tomorrow.

DJ

TG to review financial spreadsheet that went into the Business Plan. Southwark Council will carry out QHIP works from August 2019 which will involve works to kitchens and bathrooms. They will also put up scaffolding in order to carry out guttering and drainpipe works. Blocks 1, 2 & 3 and Block 21 will be done first and they will work their way back in.

TG

b) Update on the Continuation Ballot

VM said that Alethea Dougall from the TMI Team has been helping us and guidelines have been followed. The ballot goes out on Monday 17th June and the Electoral Reform Services are helping us. ERS have all the information that they need from us on a spreadsheet which shows tenants, leaseholders and joint leaseholders. There is an option to vote online. We did a joint campaign with Gloucester Grove TMO so received a discount.

There will be a secure ballot box in the FCHS reception area from 17th June to 12 noon on the 1st July. ERS will have data for us by 5pm on the 2nd July 2019. Letters are going out by first class post on the 17th June and the reply paid envelopes will also be first class post. VS asked that staff make a note of addresses when people use the ballot box in reception so that we don't door knock these residents.

c) Proposed date for AGM

The AGM will take place on the 24th September 2019 and we'll try to book the Dixon Hotel again.

d) Review of TMO KPI's draft document

Following the TMO Dialogue Session held in May 2018, TMI facilitated two focus groups and invited TMO's to participate in both groups. The TMO Monitoring Focus Group was tasked with reviewing the existing Key Performance Indicators (KPIs), while the Partnership & Governance Focus Group covered the overall relationship between the council and the TMOs. This report refers to the work of the TMO Monitoring Focus Group, which met on 18th July and 15th November 2018.

Online surveys have been launched by TMI for managers and management committee members on a range of issues. We have until the end of June to respond. TMI are using the Southwark Council consultation hub for this.

<https://consultations.southwark.gov.uk/housing-community-services-department-community-engagement-team/f571fbb0>

	<p>e) Seaside Trip This was very popular last year with the 53 seater coach filled up and VM is arranging another trip to Margate. Bliss coaches were used as very competitive. VM to also ask Anderson Coaches to provide a quote. The trip will take place on Saturday 3rd August. We still have promotional material from last year. The cost will be £8 for adults and we need to remember to take lots of photos to record the occasion.</p>	
7	<p>Manager's Report Not available but DJ was able to advise that we have three voids of which two are major voids, one in Devon Mansions and one on St Olave's Estate.</p> <p>[REDACTED]</p> <p>The Housing Officer is going to have a half a day each week of uninterrupted working time to do work on Rent Collection. This could be increased to one full day if necessary.</p> <p>Finance Officer to give TG the finance spreadsheet for May 2019.</p>	
8	<p>Finance and Procurement update</p> <p>a) St John's Estate Playground There is a rat problem on the estate and there is raw sewage coming up in some of the gardens. Major works are needed and the drains will need to be dug up. Tracy Stedman helped after six weeks where Southwark Council were being slow to move on this problem. AH advised that the works could have been authorised but the rats may not be coming from the drains. DJ said we had a similar issue in 2012 with the air raid shelter on St John's Estate. Not all of the works were completed at that time and there is subsidence again outside one property. The playground improvements are on hold as a result of these issues.</p> <p>b) Audited accounts timetable The auditor will start work on Monday 24th June. Prior to this they will meet with TG and DJ. TG will write the introduction to the accounts and was asked to bring a draft version to the July meeting.</p> <p>c) New accounting software TG to liaise with the Finance Officer as we need further information before we can make a decision.</p> <p>d) Procurement training VM advised that Lee Page is carrying our procurement training at the Bermondsey Square Hotel on Saturday 13 July 2019 at a cost of £145 per person including refreshments and a buffet lunch. TG requested</p>	<p>TG</p> <p>TG</p>

	procurement training as part of the TMI training programme. AH to request this.	AH
9	<p>Reports back from Council and other meetings</p> <p>a) Southwark Tenant Management Organisation Committee At the STMOC meeting on the 22nd May 2019 it was decided to set up a TMO Allowances Working Group and it was a requirement of each TMO to put forward a rep by the 30th June. This could be a manager or management committee member and VS volunteered to represent FCHS. The next STMOC meeting will take place on the 17th July 2019.</p> <p>b) Home Owner Council - not available c) London Bridge and West Bermondsey Ward panel - no meeting d) Potters Field Park Management Trust VM will make contact with the trust.</p>	
10	<p>Health and Safety Issues Accidents, incidents and near misses - None</p>	
11	<p>AOB</p> <p>[REDACTED]</p> <p>TG and CN will both be leaving their roles in September 2019.</p> <p>NFTMO - Daphne did not have any names down for FCHS although the NFTMO had cashed the TMO's cheque. DJ attended the conference and went to three workshops - Business Planning, HR and Risk Management.</p> <p>Jackie Richards is returning to the TMI Team at the end of July.</p> <p>TG asked if the CCTV for the office got sorted out. DJ to chase up tomorrow.</p> <p>TG to put together a check list of time sheets and how we charge for overtime (Chapter 5).</p>	
	Date of next Board Meeting: Tuesday 9 July 2019	
	There being no further business, the meeting ended at 8.45pm.	