

**Draft Minutes of Meeting of the FCHS Board
held at 6.30pm on Tuesday 12 March 2019
at FCHS office**

Attendees	Role
Jon Harford (JH)	FCHS Estate Manager
Victoria Maduaka (VM)	FCHS Service Development Manager
David Johnson (DJ)	Repairs Manager
Christine Nicholls (CN)	Chair
Vanessa Shone (VS)	Secretary
Teddy Amoyaw (TA)	Board Member
Florence Essien (FE)	Board Member
Helen Cadwallader (HC)	Vice Chair
Alex Heslop (AH)	TMI Team Southwark
Apologies	Role
Tim Gadd	Treasurer
Maeve Campbell	TMI Monitor Southwark
Ebun West	Board Member
Ernest Abdullah	Board Member

No	Agenda Item	Action
1	Welcome and introductions	
2	Apologies and Attendance Monitor	
3	<p>Declarations of interest L&D skills audit and code of conduct No declarations of interest for this meeting</p> <p>Everyone at the meeting has returned forms but some still remain outstanding. CN will chase up when sending letters to Board Members regarding the importance of attending meetings.</p>	CN
4	<p>Minutes of management committee held 12 February 2019 The minutes were read and agreed and signed by CN</p>	
5	<p>Matters Arising AH will provide details of training courses by the end of this week.</p>	AH

	<p>AH has sent JH information on Business Planning and we have agreed that Lee Page will assist up with this. We will decide on dates for the workshops at tonight's meeting.</p> <p>AH thought the new website was good and suggested that we give a presentation on how to use it.</p>	
<p>6</p>	<p>Reports back from Council and other meetings</p> <p>a) Southwark Tenant Management Organisation Committee – this will take place on Wednesday 20 March 2019 at 6.30pm and is being hosted by D'Eynsford TMO in Camberwell. JH and VS will attend.</p> <p>b) Home Owner Council - this will be looked at on the 23 March 2019 when mediation takes place. Members of the public can attend as observers. Observers can speak but have no voting rights.</p> <p>c) London Bridge and West Bermondsey Ward panel - this took place on Wednesday 6 March 2019 and VS and Penny Tyler attended. The young people on bicycles were in Tooley Street on the 22 December 2018 with a Police presence. They had another event on the 23 February with no Police present. VS took photos on the latter occasion as there was suspicious activity outside the FCHS office. Ward priorities were decided as the young people on bicycles, burglaries (businesses) and nuisance from homeless/beggars. The next meeting will take place on Wednesday 15 May 2019 at Borough High Street Police Station at 7.15pm.</p> <p>d) Potters Field Park Management Trust - CN has asked to meet with the new Manager/Chair of Friends of Potters Field Park. Fair Street is closed at both ends at the moment in order to refit the railings to St John's Churchyard.</p>	<p>JH/VS</p>
<p>7</p>	<p>Manager's Report</p> <p>Rent Performance on rent collection remains strong in the face of a number of factors affecting the income of residents. At the end of January we have collected 99.50% of the rent due.</p> <p>The total arrears figure is currently £62,600.62.</p> <p>Repairs Our records show that we have raised 713 jobs since the start of the financial year and 694 have been completed on time (97%).</p>	

	<p>Empty Homes We have let 7 homes during this financial year. The void turnaround time is 26.42 days.</p> <p>Complaints and Members Enquiries This year we have logged 15 official Complaints, 12 of which were answered within the 15 working day response time. We have also had 16 Member Enquiries, 15 of which were responded to within the 10 working day response time.</p> <p>HC asked about the complaints split between leaseholders and tenants. JH said that its roughly 75% tenants and 25% leaseholders. HC would like to see what the trends are. CN requested more details to be brought to meetings.</p>	<p>JH</p>
<p>8</p>	<p>Planning</p> <p>a) Business Plan Workshops Workshop 1 - SWOT and PESTLE - 9 April Workshop 2 - Finance - 23 April Workshop 3 - How to write our Business Plan - 7 May</p> <p>Workshops will be led by Lee Page, independent consultant.</p> <p>All sessions will be held at this office from 6.30 to 8.30pm.</p> <p>CN advised AH that we'll have our Business Plan ready by the end of September for presentation at the AGM.</p> <p>b) Management Agreement and Rules update There were two proposed amendments to the Rules</p> <p>1. <u>Proposal</u></p> <p>To amend clause 19 of the FCHS rules which states:</p> <p><i>No business shall be transacted at a General Meeting unless a quorum is present. A quorum shall be ten per cent of the membership or twenty-five members, whichever is the lesser, subject to an absolute minimum of six members.</i></p> <p>by replacing it with the following wording:</p> <p><i>No business shall be transacted at a General Meeting unless a quorum is present. A quorum shall be ten per cent of the membership or seventeen members, whichever is the lesser.</i></p>	

	<p>This was voted on and there was unanimous agreement for the change.</p> <p>2. <u>Proposal</u></p> <p>Rule 32 (a) states: <i>No more than six persons may be co-opted with full speaking and voting rights at meetings of the Board. Voting co-optees shall be counted for the purposes of calculating a quorum only where the co-optee is also a shareholding member, and where co-opted members do not form the majority of Board members present, and only from the time of co-opting until the next Annual General Meeting, when they will stand for election or be excluded as potential co-optees for the period of the next Society year.</i></p> <p>The proposal is therefore for the committee to submit a further rule change to 32a which would reduce the number of co-optees from six persons to three so the first sentence of rule 32 (a) would read:</p> <p><i>“No more than three persons may be co-opted with full speaking and voting rights at meetings of the board.”</i></p> <p>This was voted on and there was unanimous agreement for the change.</p> <p>We will take these changes to our General Meeting on the 21 May. AH confirmed the above changes will only take effect when they are registered officially.</p> <p>c) Continuation ballot</p> <p>The Continuation Ballot will be advertised in the next Newsletter and will show data on the last 5 years. The first draft will be ready by the 4 April and will be sent to AH. Printers are Ocean Edge and it will need to be out prior to our general meeting on the 21 May.</p>	
<p>9</p>	<p>Finance and procurement update</p> <p>February accounts available but Finance and Procurement Sub-Committee haven't been through them yet. TG has looked at them. Southwark Council will send out Section 20's so we need to give them the information they will need concerning major works at Blocks 1-3 Devon Mansions and Lewes House. Once done we've agreed to get a consultant to take on the works on the rest of the estate.</p> <p>Playground on St John's Estate</p> <p>We received £22,000 from the CGS fund. That work won't be billed to leaseholders. Costs should be about £80,000-£90,000</p>	

	in total where Keegans have provided quotes from various companies.	
10	<p>Health and Safety Issue Accidents, incidents and near misses None</p> <p>Alex reminded us that H&S issues need to be captured and appropriate forms filled in. HC asked for staff well-being to also be looked at and AH will send a link.</p>	AH
11	<p>A.O.B</p> <p>HR Sub-Committee CN said the HR Sub-Committee met on Saturday and need to look at pay on the 25 March at the next meeting. They also need to look at contracts, structure and pensions. CN wants to hire a consultant due to pension changes. Training and development also need to be looked at.</p> <p>HC said we need the workplan which is linked to the Business Plan and staff structure. CN asked for an HR consultant to assist with all of this.</p> <p>JH said the organisation is on NEST (pensions). JH wants staff to have the information they need in order to make the right informed decisions.</p> <p>There was a vote on whether we can start the process of using an HR consultant to advise us on HR issues.</p> <p>This was voted on and there was unanimous agreement.</p> <p>CN has emailed the councillors and introduced herself. They've all responded and she's waiting for dates to meet them with JH.</p> <p>Southwark Brewery Southwark Brewery have put in an application to Licensing to be open Monday to Sunday closing at 1am. They are based in Druid Street.</p> <p>Southwark Council are opposing this application as there are lots of micro-breweries in Druid Street and if one says 1am they'll all do it. Individual residents can object and we can also contact our local councillors. TA lives nearby and hears live bands and is ok with them till 11pm. We can act on behalf of the community and will also publicise it via the website.</p>	

There being no further business the meeting ended at 8.35pm.

