


**Minutes of the FCHS Board Meeting  
held via Zoom at 6pm  
on the 12<sup>th</sup> October 2021**

Attendees	Role
Alex Heslop (AH)	TMI Team Southwark
Abiola Olatunji (AO)	Interim FCHS Estate Manager
Vanessa Shone (VS)	Board Member
Patricia Strobino (PS)	Board Member
Kathy Atkins (KA)	Board Member
Oteng Asabre (OA)	Board Member
Ken Higgins (KH)	Board Member
Teddy Amoyaw (TA)	Board Member
Phillipa Ferreira (PF)	Board Member
Jackie Richards (JR)	TMI Team Southwark
Apologies	Role
Angela Simpson	Board Member

	Agenda Item	Action
<b>1</b>	<b>Welcome and introductions</b>	
<b>2</b>	<p><b>Apologies and Attendance Monitor</b></p> <p>This was the first board meeting following the AGM held at the Hilton London Tower Bridge at 6.30pm on Wednesday 22nd September 2021. Phillipa Ferreira joined as new board member at the AGM.</p>	
<b>3</b>	<p><b>Governance</b></p> <p style="padding-left: 40px;"><b>1. Planning and induction pack</b></p> <p>All board members have received a planning and induction pack through their letterboxes in advance of tonight's meeting which contain the following documents:</p> <ul style="list-style-type: none"> <li>• What is a TMO?</li> <li>• Board responsibilities</li> <li>• Duties of Officers</li> <li>• Sub-Committees</li> <li>• Code Of Conduct - <b>to be signed and returned</b></li> <li>• Code Of Confidentiality - <b>to be signed and returned</b></li> <li>• Declaration Of Interest - <b>to be signed and returned</b></li> <li>• Training for new and existing members</li> <li>• Board meeting cycle</li> <li>• FCHS Articles of Association</li> </ul>	

	<p>Other documents:</p> <ul style="list-style-type: none"> <li>• Business Plan - we do have one but it needs to be brought up to date - AO to circulate</li> <li>• Annual Planner - AO to circulate</li> </ul> <p>Everyone to complete the forms highlighted in red above and to sign, date and return them to AO.</p>	<p><b>AO</b></p> <p><b>AO</b></p>
<p><b>4</b></p>	<p><b>Election of Officers</b></p> <p><b>Chair</b>  KA nominated PS  Seconded by KH  6 in favour  1 abstention</p> <p><b>Vice Chair</b>  KA nominated KH  Seconded by OA  6 in favour  1 abstention</p> <p><b>Secretary</b>  KH nominated VS  Seconded by KA  6 in favour  1 abstention</p> <p><b>Treasurer</b>  <b>OA nominated TA</b>  Seconded by PS  6 in favour  1 abstention</p> <p><b>HR Sub-Committee</b>  KA  KH  VS  The above self-nominated and PS seconded them all.</p> <p>All in favour of the above</p> <p><b>Finance &amp; Procurement Sub-Committee</b>  TA as Treasurer  OA  PF</p>	

	<p>The above self-nominated and KH seconded them all.</p> <p>All in favour of the above</p>	
<b>5</b>	<p><b>Support &amp; preparation for upcoming General Meeting - 26.10.21</b></p> <p>JR took over at this point and said that she was aware of what had transpired at the AGM and the bad behaviour that took place. A letter will come out from JR which will provide a critique of our AGM. Not all names were marked on the attendance list and some people were voting who were not entitled to.</p> <p>JR was not present at the AGM and went on to ask about whether we were reconvening because the Auditors couldn't present the accounts? VS asked that Alex Heslop or Richard Amoah write the letter as they were both present at the meeting as it would avoid this sort of confusion. The Auditor presented the accounts and took questions from the floor and we were meeting again to discuss the Rules and the MMA.</p> <p>JR is also unable to attend the next meeting at the Hilton London Tower Bridge on the 26<sup>th</sup> October 2021.</p> <p>JR said that the Code of Conduct tells us what to do. Patricia said that the Code of Conduct' do not tell us how to conduct a meeting and its too late as the papers have already gone out. VS said that in previous years we've had the Code of Conduct on the seats on the night.</p> <p>Discussions concluded that a letter which would originate from Jackie Richards of the TMI Team to Fair Community Housing Services will have inputs from Alex Heslop and Richard Amoah who were present at the meeting.</p> <p><b>General Meeting - 26.10.21</b></p> <ol style="list-style-type: none"> <li>1. Code of Conduct or 'Meetings Rules' on chairs at the meeting</li> <li>2. Go through these before the meeting</li> </ol>  <p>JR said that if a meeting becomes over-confrontational or if there is abuse then we can end the meeting and leave. JR left the meeting at 7pm.</p>	
<b>6</b>	<p><b>Minutes of the Board Meeting held on the 14th September 2021</b></p> <p>Minutes agreed as a true record</p>	
<b>7</b>	<p><b>Matters Arising</b></p>	

	<p><b>Garden activity/picnic in park update</b> - AO has spoken to Avant Gardening about 2022 events</p> <p><b>Newsletter update</b> - the next meeting will take place at the beginning of December in order to include what is happening over Christmas and the New Year.</p> <p><b>Website</b> - AO has two quotes for the website and will discuss these at the Finance and Procurement Sub-Committee Meeting.</p> <p><b>HR Sub-Committee</b> - date to be arranged.</p> <p><b>MMA / Rules</b> - final versions completed.</p>	
8.	<p><b>Housing Service</b></p> <p>a) <b>Performance monitoring Report – Q2 YTD (April to August) 2021/22</b></p> <p>Complaints breakdown to be brought to future meetings.</p> <p>Rent breakdown to be brought to Finance Sub-Committee and the minutes can then be shared with other board members.</p>	
9	<p><b>9 Environmental</b></p> <p>a. <b>Health and safety:</b></p> <ul style="list-style-type: none"> <li>• <b>Fire risk assessments update</b> - we are on top of these</li> <li>• <b>Estate inspections - update</b> - just covered for new person's benefit</li> <li>• <b>Accidents, incidents and near misses</b> - none</li> </ul>	
10	<p><b>10. Community Engagement</b></p> <p>a) <b>Newsletter planning/update</b> - KH said there was a meeting to look at content and they will be approaching certain areas and looking at costings for events for 2022. PS said that there was talk previously about a Community Events Sub-Committee. The current Social Events Sub-Committee are made up of KH, KA and AS and may need a new name to cover what they do. AH confirmed that we can take this to the next board meeting. <b><u>Action point for AO for the next meeting</u></b></p> <p>KA asked if its worth circulating what they discussed at the last meeting. AO said that it can be included in the minutes and can come to the next meeting as a set of papers.</p> <p>b) <b>Alfred Salter play area update</b> - no update but consultation has ended.</p>	AO

<p><b>11</b></p>	<p><b>Governance</b></p> <p><b>a. Upcoming Training</b> - this was discussed and board members put their names down</p> <p><b>b. Adjourned AGM business - 26.10.21 @ 6pm</b> - PS asked for us to send out Meeting Rules/Code of Conduct and asked AO to also send out a document about the major works meeting of the 21st September 2021.</p> <p><b>c. Governance correspondence</b> - The Chubb security system has been decommissioned. The system has come the end of its useful economical life and attracted high maintenance costs - The Council has been notified. Also, the council confirmed the need to have free access through doors which provide access to roof and loft spaces as part of the current fire safety plan for DM blocks. Council Officers, the TMO Chair and its Interim Estate Manager and Councillor Hougbo carried out a site visit on the 27th September 2021. The Council has commissioned a Fire Safety Survey of Devon Mansions and Hartland House. Around Block 17 there is a pitched roof and a resident came into the office with photos on his phone which were a cause for concern. He has had rough sleepers in the loft space and they had paraphernalia with them. He has been asked to submit a complaint to FCHS so that they can forward it on to the council as the smoking is a fire risk. There was a further meeting early in October which PS, KH and AO attended. An email from the Contract Manager will be circulated. There was a person taking drugs in the loft space above Block 1 Devon Mansions who opened a skylight but could not then close it. This resulted in rainwater running down the top floors in the block during a heavy downpour.</p> <p><b>d. Complainants</b> - PS is still dealing with correspondence.</p>	
<p><b>12</b></p>	<p><b>Report back from council and other meetings</b></p> <p><b>Southwark Tenant Management Organisation Committee</b> VS and KH self-nominated. KA seconded and all in favour. Next meeting 27.10.21 at 5.30pm.</p> <p><b>North West Area Housing Forum</b> It was unclear how to be able to attend.</p> <p><b>Potters Fields Park Management Trust</b> KA, KH and PF self-nominated and PS seconded this. All in favour.</p> <p><b>Safer Neighbourhood Team meeting</b></p>	

	VS and KH self-nominated and PS seconded this. All in favour.	
<b>13</b>	KA would like to see more major works meetings with residents as there is very little communication from Engie about the works.	

There being no further business, the meeting ended at 7.57pm

Agreed as an accurate record of the meeting:

*Chair*