

**Minutes of the FCHS Board Meeting
held at 5.30pm on
Tuesday 14th June 2022**

Horselydown Offices, 2 Fair Street, London SE1 2XA

Attendees	Role
Patricia Strobino (PS)	Chair
Abiola Olatunji (AO)	Interim FCHS Estate Manager
Kathy Atkins (KA)	Board Member
Teddy Amoyaw (TA)	Treasurer
Oteng Asabre (OA)	Board Member
Vanessa Shone (VS)	Secretary
Apologies	Role
Alex Heslop	TMI Team Southwark
Ken Higgins	Vice Chair
Phillipa Ferreira	Board Member
Guests	Role
Councillor Sam Dalton	London Bridge & West Bermondsey
Councillor Emily Hickson	London Bridge & West Bermondsey
Mayor Sunil Chopra	London Bridge & West Bermondsey

	Agenda Item	Action
1	Welcome and introductions	
2	Apologies and Attendance Monitor	
3	Declarations of interest TA - Item 8 - Fire risk assessments	
4	<p>Guests Councillor Emily Hickson and Councillor Sam Dalton were in attendance and gave an update on what they had been doing in the London Bridge & West Bermondsey area. They have engaged with a number of FCHS residents in the past few months. Councillor Hickson said that Councillor Darren Merrill, Cabinet Member for Housing, is keen to meet with resident groups.</p> <p>There is a Fair Street QHIP Resident Project Team on Thursday 23rd June 2022 at 6pm which the new councillors will be invited to attend.</p>	

5	<p>Minutes of the board meeting held on the 10th May 2022 The minutes were agreed as a true record.</p>	
6	<p>Matters Arising</p> <p>Item 7: Estate inspections - a substantial amount of water leaking onto the Vertical Garden was inspected after the meeting and this repair issue was promptly remedied.</p> <p>Item 8: Website providers - agenda item</p> <p>Item 11: actioned - all 3 new councilors have been invited to attend our Fun Day on the 6th August 2022.</p>	
7	<p>Housing Service a) Performance monitoring Report - Q1 April 2022/23</p> <p>VS raised the ongoing issue of the untidy tenancy with high rent arrears which AH was going to report back on at each subsequent meeting from June 2022 onwards. AO said that FCHS is going to be asked very shortly to do a verification that the tenant should be there. AH has not supplied any information for the meeting so AO will ask AH for a written update.</p>	AO/AH
8	<p>Environmental</p> <p>a. Health and safety:</p> <ul style="list-style-type: none"> Fire risk assessments - update - combustible items in St John's Estate gardens. LBS have raised this a fire safety risk. AO advised that residents could keep items in a locked metal container which would reduce the risk level. TA queried why garden centres could sell items that can be kept in a living room but the same items were a risk when kept in a garden area. Why can't garden furniture be kept in a garden area? PS said that a LBS Fire Safety Inspector was supposed to engage with residents after the 2nd letter was sent out. AO asked the ward councillors for assistance to get the Council's Fire Safety Officer to write to residents and to have advance notification of any visit the by the Fire Safety Officer. Councillors said that they were aware of the original letters. AO to give councillors the name of the Fire Safety Officer he has been dealing with. The 3rd letter will go out and the council seems to expect us to then remove 	AO/Cllrs

items on their behalf. The council would need to take legal action to remove items from residents' gardens and to place them into storage. FCHS needs to send the letters. Clarification is needed as to what is and isn't acceptable and who is responsible for removing items and who is responsible for the storage of items. If items are removed then the council needs to write a letter of intention first.

- ■ said that there was a barbeque on the weekend at Fair Street Flats on the large balcony area above the office.
- **Estate inspections - update** - KA and VS both noticed that cleaning took place early on the morning of Thursday 6th June 2022 despite being scheduled for Thursday afternoon on the Estate Cleaning Rota. When VS queried the lack of cleaning over the previous days with Roosevelt Pero, Cleaning Supervisor, he said that the Cleaner had been on leave and had just returned to work. There had been no cover provided during his absence despite FCHS previously being told there would always be cover.
- During the estate inspection VS noticed that the fire escapes in Blocks 1, 2 and 3 Devon Mansions were all locked shut with no means of escape on the top floor except for an override in Block 3. It is currently the 5th year anniversary of the Grenfell fire. There has been no written notification to residents and keys to access the fire escapes are yet to be supplied to the TMO. Southwark Council need to advise on loft spaces issues and fire escape routes.
- Housing Officer to prepare the Estate Inspection records ahead of new inspections of the previous month as there are a number of issues which are long term and outstanding.
- **Accidents, incidents and near misses** - none

b. Safeguarding - update - no issues

Councillor Hickson left the meeting at 6.30pm.

**Fire
Safety**

Mark

<p>9</p>	<p>Governance</p> <p>a. Finance and Procurement feedback</p> <ul style="list-style-type: none"> • Repairs uplift consideration - TA reported back on the Finance & Procurement Sub-Committee Meeting held on the 31st May 2022 for which minutes had been distributed. <p>Recommendation 1 Apply a 20% uplift the Schedule of Rates for day to day repairs (this was compared with current market prices which is at approximately 47%). FCHS is not obliged to use the services of the approved contractor (Apolonia Ltd) whose services are used on an adhoc basis. The uplift will take immediate effect with a full review of the approved list scheduled for November 2023.</p> <p>4 for 0 against 1 abstention</p> <p>Recommendation 2 - Website consideration - Boostbery and CNS gave presentations at the 31st May 2022 meeting via Zoom. CNS was the preferred company but further investigation into costs is required. AO will share information on costings at the next Finance and Procurement Sub-Committee meeting in July. Everyone was in favour of AO following up with CNS' offer to develop and implement new website subject to the clarifying of elements of costs provided within its bid.</p> <p>5 for 0 against 0 abstentions</p> <p>Recommendation 3 - MMA Policy review - adoption of the final policy document within Chapter 5 Schedule 2.</p> <p>Everyone was in favour of proceeding with the final version of the policy document and to move over to online banking.</p> <p>5 for 0 against 0 abstentions</p>	<p>AO</p> <p>AO</p>
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Recommendation 4 - Authorisation for high spend

Authorisation for non-repairs related items over £3,000 should be approved by the TMO Manager; and the Board (rather than the Manager and a single Board member).

Authorisation for maintenance repairs related items over £10,000 should be approved by the TMO Manager; and the Board (rather than the Estate Manager and a single Board member).

5 for
0 against
0 abstentions

TA provided figures for April/May. The final April/May figures will be available for the July board meeting and the Management Accounts will reflect the first quarter at the next Finance Sub-Committee meeting at the end of July.

b. Social Events and Community Engagement Sub-Committee updates

KA said that Potters Fields have received a request from Team London Bridge to remove items from the St Mungo’s garden area and to move them to the storage shed in St John’s Churchyard. St Mungo’s want to use the shed to store their garden equipment and they want to carry out gardening work in St John’s Churchyard. Concerns were raised at the meeting around street drinking. The next Potters Fields meeting is on the 14th July and much more information is needed. Councillor Dalton is meeting with Team London Bridge on Friday and will find out more.

Cllr Dalton

Ali has received a £6,000 grant for the park outside the Downside Fisher building. It was noted that more lighting is needed in this area.


KA needs to arrange a meeting about the 6th August 2022 Fun Day.

c. Governance correspondence

• LBS’ Enforcement Team request: Arbitration outcome

Following a meeting with the TMI Team, we have been waiting for correspondence from the Enforcement Team setting out their expectations given we refused to indemnify LBS for the full amount of the decision. We have not heard anything. We will take no further action unless or until LBS enforcement writes to the FCHS Board.

10	<p>Training STMOC training portal: https://www.stmoc.uk</p> <p>The e-learning provider IHASCO is no longer available as the purchase period has ended. Mark is waiting to hear from STMOC about further funding.</p>	VS
11	<p>Report back from Council and other meetings</p> <ul style="list-style-type: none"> • NFTMO Conference update - after a two year break due to lockdowns this is now going ahead from Friday 24th June to Sunday 26th June 2022. A 22-seater coach has been booked and will depart from the FCHS office on Friday morning. GGTMO board members will share the coach and AO will email details to everyone. • Local Housing Forum - no date has been diarised. • Tenants Forum - no date, May meeting cancelled. • Southwark Tenant Management Organisation Committee - the TRA fund can go to TMO's as well as to TRA's and this money will go towards the Fun Day. IT issues are being looked at and addressed. FAME (Financial Analytics Made Easy) – TMO's now have to carry out their own credit checks rather than relying on the council. The council suggested using FAME and we could share the costs between all TMO's. This is purely for credit checks for contractors/suppliers. TA said that pay-as-you-go companies are available for credit checks. • Potters' Fields Park Management Trust - Mac has not yet got back to KA re an interview room at More London for the 13th & 14th July 2022. KA to chase this up. • Safer Neighbourhood Team meeting - the next meeting is on the 11th July 2022 and KH has circulated the Police Newsletter. There was recently a big fight involving young people outside of one of the beer mile locations in Druid Street. Councillor Dalton will speak to the Police regarding speeding cars and noise in Druid Street. <p>Councillor Dalton left the meeting at 7.30pm.</p>	<p>AO</p> <p>KA</p> <p>Cllr</p>

	<p>The Mayor of Southwark, Councillor Sunil Chopra, arrived for a short visit at 7.40pm following an event at Southwark Cathedral which detained him. The Mayor agreed to attend the Fun Day on the 6th August 2022 and if we wish him to attend in his capacity as Mayor of Southwark at any events then we should contact his PA. VS to send AO contact details for the PA, Jacqueline Brazil.</p>	<p>VS</p>
<p>11</p>	<p>Closed Session</p> <p>HR Sub-Committee - Thursday 9th June 2022</p> <p>Staff recruitment update - the ads went live on the 7th June and will run until the 1st July. By the 9th June meeting we had received applications from 169 candidates. 130 of these were not what we were looking for but 39 candidates are worth pursuing. Interviews will take place on the 13th & 14th July at More London.</p> 	<p>AO/PS</p>
<p>12</p>	<p>Any other business</p> <p>PS will stay on the board but will step down as Chair after the AGM.</p>	

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

Date of next meeting: Tuesday 12th July 2022 at 5.30pm

Agreed as an accurate representation of the meeting:

Chair