

**Minutes of Meeting of the FCHS Board  
held at 6.30pm on Tuesday 14<sup>th</sup> March 2017**

Attendees	Role
Teddy Amoyaw (TA)	Chair (apologies for lateness)
Vanessa Shone (VS)	Board Member
Jon Harford (JH)	Estate Manager
Tim Gadd(TG )	Treasurer (apologies for lateness)
Maeve Campbell (MC)	TMI Team
Karen O' Toole (KOT)	Board Member
Ina Negoita (IN)	Board Member
Christine Nicholls (CN)	Secretary
Victoria Maduaka (VM)	FCHS Service Improvement Manager
Apologies	
Helen Cadwallader (HC)	Vice Chair

No	Agenda Item	Action
1	<b>Welcome and introductions</b> Christine Nicholls (secretary) welcomed everyone to the meeting	
2	<b>Apologies, lateness and Attendance Monitor</b> Noted	
3	<b>Declarations of Interest</b> None	
4	<p><b>Guest speaker items</b></p> <p><b>a) Update on St Johns Churchyard</b></p> <p>Jon Tighe (JT) Potters Field Park Management Trust gave an update on the purpose of the proposed improvement plans for St John Churchyard, restoration of listed railings and essential repairs.</p> <p>Several points were made within the discussion. JT answered queries on the availability of previous consultation document, tendering and communication issues and described in what ways the park will be improved. JT said that he is available to answer any other questions and further queries can also be raised to Potters Field Management Trust through Helen Cadwallader FCHS representative on the Potters Field Management Trust.</p> <p><b>b) Big lunch Event</b></p> <p>The Big Lunch Event is led by Potters Fields Management Trust and FCHS is invited to take part. It is a popular annual event. It will take place in Potters Fields and St John Churchyard. FCHS will be invited to participate. More information nearer the date</p>	
	Teddy Amoyaw and Tim Gadd joined the meeting	
5	<b>Governance</b>	

	<p><b>a) Follow up on return of declarations of interest and skills audit forms</b></p> <p>Board members who have not yet returned their forms to complete and return the forms to Jon Harford</p> <p><b>b) Actions log</b></p> <p>CN showed a draft action log compiled from minutes of meetings from January 2016 – December 2016. JH has an electronic copy of the action log  CN will keep a new action log starting January 2017 to December 2017.  Actions will be logged and marked outstanding, in progress or completed  TA and CN agree to review the actions jointly to keep the log current</p> <p><b>c) NFTMO</b></p> <p>All board members are strongly encouraged to apply to the NFTMO Annual Conference and AGM on 9-11<sup>th</sup> June 2017 at the Crowne Plaza Hotel Stratford –Upon –Avon.  Members who are interested must email JH or VM by 27/03/2017 to take advantage of the Early Birds savings</p> <p><b>d) Delegates to Bermondsey West Area forum</b></p> <p>Following a vote by show of hands, the Board approved for</p> <p>Ina Negoita to join the Bermondsey West Area forum as a leaseholder representative</p> <p>Karen O’Toole to join the Bermondsey West Area forum as tenant representative</p>	<p><b>CN</b></p> <p><b>CN</b></p>
<p><b>6</b></p>	<p><b>Planning and Implementation</b></p> <p><b>a) Annual action plan</b></p> <p>Draft Annual Action plan was distributed</p> <p>JH will present an update and summary of progress at the next FCHS committee meeting in April</p> <p><b>b) Business plan workshop</b></p> <p>A meeting is required to discuss the Business Plan, this is an outstanding action.</p>	<p><b>JH</b></p>

	A vote will take place at the next FCHS committee meeting to determine the workshop's lead.	<b>Board</b>
<b>7</b>	<b>Minutes of meeting held 10th January 2017</b>  The Minutes were agreed	
<b>8</b>	<b>Matters Arising from the minutes</b>  None	
<b>9</b>	<b>Manager's Report</b> JH presented the full report . <b>a) Tenancy checks</b>  JH explains that it is a requirement to complete the programme within a two-year cycle. By end of March 136 out of 312 tenancy checks were completed. JH wants to improve this target which also enables to increase the FCHS registration of membership	
<b>10</b>	<b>Community development</b>  <b>a) Tenants and Residents Social Improvement Grant</b>  JH presented the FCHS application to the Tenants and Residents Social Improvement Grant for a Dream Garden to be located at the Pocket Park close to Devon Mansions. The application was read and discussed by the Board  Following a show of hands, the application for funding for the Dream Garden was approved unanimously by the Chair and all board members present	
<b>11</b>	<b>Feasibility study for shared office space and community space</b>  JH showed the feasibility report completed by Keegans regarding the improvement of the FCHS office and community space. This report is for information and its priority will be discussed as part as the overall Business plan. Board members made comments about how valuable it would be to have a space to run community events for residents which would in turn improve community cohesion , local interest and involvement in the local community and the TMO	
<b>12</b>	<b>Finance update</b>  Finance and Procurement sub-committee met to discuss the budget .TG presented the report.  At the end of January, the actual expenditure £490,905 against a budgeted expenditure of £600,000. The surplus is due to a strong	

	performance on rent collection and generation of additional revenues through rechargeable repairs and to an underspent-on repairs and decorations. A plan to address this in place	
<b>13</b>	<p><b>Procurement date</b></p> <p>TG gave an update on the fee proposal for contract management and consultancy services for Devon Mansions decoration works 3 consultants submitted their fees Blakeney Leigh was on a percentage submission rather than a fixed fee: Estimated around £ 11-12.000 Calford Seaden came in at £7.500 Keegans came in at £7,525</p> <p>The Finance and Procurement subgroup recommends to accept Keegans fee proposal.</p> <p>The Board members unanimously ratified this proposal</p> <p>Subgroup to meet with Keegans to proceed</p>	<b>Finance subgroup</b>
<b>14</b>	<p><b>Health and Safety</b></p> <p>No issues</p>	
<b>15</b>	<p><b>HR –Cost of living increase and bonus policy</b></p> <p>This item will be discussed at the next FCHS meeting in April</p>	<b>Board</b>
<b>16</b>	<p><b>Any other business</b></p> <p><b>a) Planning application from the Ivy</b></p> <p>Discussion regarding the letter received today and dated 24/02/2017 from ECA Architecture and Planning objecting on behalf of Potter Fields Management Trust against the proposal for a single storey glazed front extension to the front of the Ivy restaurant Potter Fields Management Trust has shared their solicitor letter with FCHS in the view to ask if the FCHS would like to add their voice to the objection JH will send the email link for the planning application to Board members so the Board can make an informed decision about what action it wants to take. It was noted that an objection can be lodged against the application for a period 6 months after the passing deadline</p> <p><b>b) Standard agenda template</b></p> <p>JH presented and explained the new agenda template This template was agreed by Board members</p>	<b>JH</b>

	There being no further business, the meeting closed at 8.30pm	
	<b>Date of next meeting: 11th April 2017</b>	