

**Draft Minutes of Meeting of the FCHS Board  
held at 6.30pm on Tuesday 15 January 2019  
at The Beormund Centre, 177 Abbey Street, London, SE1 2AN**

Guest	Company
Sean Conrad	Keegans
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
Tim Gadd (TG)	Treasurer
Oteng Asabre (OA)	Board Member
Helen Cadwallader (HC)	Vice Chair
Apologies	Role
Teddy Amoyaw	Board Member
Florence Essien	Board Member
Maeve Campbell	TMI Monitor Southwark
Alex Heslop	TMI Team Southwark

No	Agenda Item	Action
<b>1</b>	<b>Welcome and introductions</b>	
<b>11</b>	<p><b>Finance and procurement</b></p> <p><b>b) Procurement update by Sean Conrad from Keegans</b></p> <p>Savoy Construction are the proposed contractors for the works at Devon Mansions/Lewes House. Keegans to separate out costs for Southwark works.</p> <p>JH and CN visited a site yesterday at the Strata to inspect Savoy's work and it was a useful visit. TG has also seen Savoy working. Savoy said that they need two weeks' notice of work here.</p> <p>JH asked us to vote for Savoy's bid which was the cheapest and proposed that FCHS have Savoy as the appointed contractors. Keegans have recommended Savoy and this was discussed and agreed at the Finance and Procurement Sub-Committee Meeting last week. All 4 board members present voted unanimously in favour of Savoy Construction carrying out the works at Devon Mansions/Lewes House.</p> <p>Sean Conrad will now instruct Savoy and after further discussion it was agreed that he will ask them to be on site with a starting date of the 25<sup>th</sup> February 2019.</p>	

2	<p><b>Apologies and Attendance Monitor</b></p> <p>All board members are reminded that they must attend a minimum of 6 meetings for the 12 months they are in office.</p>	
3	<p><b>Declarations of interest, L&amp;D skills audit and code of conduct.</b></p> <p>VS declared an interest in the upcoming works at [REDACTED] Devon Mansions.</p> <p>Forms required as soon as possible where not yet completed and returned.</p>	
4	<p><b>Minutes of Management Committee held 11 December 2018</b></p> <p>The minutes were read and agreed and signed by CN</p>	
5	<p><b>Matters Arising</b></p> <p>There were no matters arising</p>	
6	<p><b>Reports back from Southwark Council and other meetings</b></p> <ul style="list-style-type: none"> <li>a) <b>Southwark Tenant Management Organisation Committee</b> - this is taking place tomorrow evening at 160 Tooley Street at 6.30pm</li> <li>b) <b>Home Owner Council</b> - no update and we need to look at having a new representative.</li> <li>c) <b>London Bridge and West Bermondsey Ward Panel</b> - Penny was unable to attend the ward panel in December.</li> <li>d) <b>Potters Field Park Management Trust</b> - CN is keen to meet the new management team and will make contact with them.</li> </ul>	
7	<p><b>Manager's Report</b></p> <p>Repairs - 96% of repairs are completed on time and FCHS attends within 3 days. CN would like to capture verbal comments of positive repairs experiences from our residents.</p> <p>Voids take just over 22 days to be relet. Major repairs slow things down.</p> <p>Unauthorised occupancy – there are 4 properties which Southwark Council's Legal Team are actioning.</p> <p>We have 10 board members and the training budget is being utilised.</p>	

	<p>Rent collection is 100.2%. There are 100 rent accounts in arrears at any one time for various reasons out of 260 or so accounts. VS suggested incentivising tenants to pay their rent in advance for a whole 12 months.</p>	
<p><b>8</b></p>	<p><b>Planning</b></p> <p><b>a) Business Plan Framework document - feedback</b>  TG would like us to look at SWOT analysis and values. CN would like us to look at the goals of the organisation. We can do this at the upcoming workshop at the General Meeting.</p> <p>Housing Services, Environment and Community Engagement are not goals. We need a goal and we need to consolidate on what we have.</p> <p>TG asked that we don't say tenants, we say residents. He also requested that where figures are mentioned we have the workings out to hand at the General Meeting.</p> <p>CN said that by April/May we need the Business Plan finalised and will need a consultant to assist us. JH to get quotes from various contractors. Our current Business Plan runs out in April 2019. We will need to decide on a 3 year plan or a 5 year plan.</p> <p><b>b) General meeting 29 January 2019</b></p> <p>Agenda</p> <ol style="list-style-type: none"> <li>1. Reduction of quorum from 25 to 15 for all general meetings</li> <li>2. Update on planned works for FCHS estate</li> <li>3. Continuation Ballot</li> <li>4. Business Plan consultation workshop</li> <li>5. Any other business</li> </ol> <p>This will take place Tuesday 29<sup>th</sup> January 2019 at The Hive with a 6.30pm start. There will be consultation with the residents about their estates and what changes they would like to see and we will utilise the stop, start, continue framework. Different blocks will have different issues. We need to find out who's in the room and what their issues are and will get comments written down on post-it notes. The 29<sup>th</sup> January clashes with the CGS announcements at Bermondsey &amp; Rotherhithe Community Council so none of the councillors can attend our meeting.</p> <p>HC joined the meeting at 19:43</p>	<p><b>JH</b></p>

	<p><b>c) Quorum for future meetings</b> Reduce the quorum from 25 to 15 for all general meetings so that they can go ahead on time.</p> <p><b>d) Draft Minutes of 2018 AGM</b> were looked at</p> <p><b>e) Management Agreement update</b> JH found the 2013 MMA is easier and lighter reading than the 2005 MMA. It is less bureaucratic and easier to understand. We need to give JH feedback on this up to the next AGM.</p> <p><b>f) Continuation Ballot</b> – this needs to take place within two weeks of the 30<sup>th</sup> June 2019 and the next General Meeting will take place on the 21<sup>st</sup> May 2019. Communications Sub-Committee to look at preparations for the ballot and to decide how to utilise the 21<sup>st</sup> May meeting to combine business and fun to promote the Continuation Ballot. JH to provide consultants costs at the next board meeting.</p>	<b>JH</b>
<b>9</b>	<p><b>Safeguarding</b> All board members to tell JH when they can attend. 27/2 day or 28/2 evening. VS has completed the Safeguarding training.</p>	
<b>10</b>	<p><b>STMOC – terms of reference</b> No time for discussion but STMOC meets tomorrow and can discuss it then.</p>	
<b>11</b>	<p><b>Finance and procurement</b></p> <p><b>a) Management accounts</b> - not available yet, parked till next meeting although the figures could be sent out by email.</p> <p><b>b) Procurement update</b> - dealt with earlier</p>	
<b>12</b>	<p><b>Governance Issue – Mediation update</b> Dave Walker is the mediator</p>	
<b>13</b>	<p><b>Health and Safety Issues</b></p> <p><b>Accidents, incidents and near misses</b> Over Christmas a resident had an issue with their fuse board and there was a fire. LFB were called and there was a very fast response by FCHS/SC.</p> <p>There was an incident at Lewes House for which SC were responsible. One of the workmen was hit on the head at one</p>	

	point by a piece of equipment. When the scaffolding was being struck, workmen were filmed by SC throwing down scaffolding/equipment onto the lawn. This was when OCO Heating were installing a new boiler at Lewes House.	
<b>14</b>	<p><b>A.O.B</b> EW raised the issue of noisy neighbours on St John's Estate where DIY noise carries on late into the night.</p> <p>It was discussed and agreed that the next board meeting would take place at the FCHS office.</p>	

There being no further business, the meeting closed at 8.30pm

**Date of next meeting: 12 February 2019 Venue FCHS Office**