

**DRAFT Minutes of Meeting of the FCHS Committee**  
**held at 6.30pm on Tuesday 16<sup>th</sup> October 2018 at the Hive Melior Place London SE1**  
**3SZ**

Attendees	Role
Teddy Amoyaw (TA)	
Jon Harford (JH)	FCHS TMO Manager
Tim Gadd(TG )	
Christine Nicholls (CN)	
Helen Cadwallader (HC)	
Vanessa Shone (VS)	
Victoria Maduaka (VM)	FCHS Service Development Manager
Richard Amoah(RA )	TMI Monitor Southwark and Chair of meeting
David Johnson (DJ )	Repairs Manager
Oteng Asabre (OA)	
Ebun West(EW)	
Florence Esslen (FE)	

No	Agenda Item	Action
1	Chair welcomes RA explained that his role was to facilitate the first part of the meeting up to the election of the new chair . Once the chair is elected , RA will ask the Chair to continue with the meeting	
2	<b>Apologies and attendance Monitor</b> <b>Apologies</b> Patrick Morrison Ernest Abdullah  Apologies for lateness Helen Cadwallader  Angela Makris has resigned	
3	<b>Minutes of management committee meeting 16/09/2018</b> <b>3.1 Accuracy</b> Minutes were read and were agreed to be accurate and a true representation of the meeting  <b>3.2 Matters arising and actions</b>  Point 2: Governance issue and [REDACTED] code of conduct An observation was made that it was not clearly recorded that the Chair had not consulted with the Committee prior to writing to [REDACTED] to let her know that by her actions she had vacated her position on the Board. JH wants recorded that at all time in relation to the matter of the breach and the subsequent issues he has acted with integrity following the rules of the organization. In regards to this matter, given the complexity of the issue ,the risk of the Committee malfunctioning given that no agreement has been reached as yet , RA advises on behalf of the TMI that the committee should explore the option of mediation . This service will have to be paid for by the TMO. R.A states that	

	<p>Southwark Mediation Service can be contacted once the Committee has elected the new officers. All present agreed that mediation is the way forward.</p> <p>■ has escalated her complaint to a Subject to Access Request (SAR )  <b>Action : SAR to be responded to by 15/11/2018</b></p> <p>All other actions in point 2 have been completed</p> <p>Point 4 : TA will complete a new audit and skills form</p> <p>Point 5 a : A Keegan representative will be invited to attend the Committee meeting in November 2018. It is noted that there would not have been time on the October's agenda to have a guest speaker due to the elections of officers and governance item.</p> <p>JH has sent Section 20 Notice of Intention to leaseholders in block 1-3 . Deadline for expected returns : 5/11/2018</p> <p>Point 5. E: The major incident which occurred in September was on a Friday night not a Saturday night</p>	<p><b>JH and new Chair</b></p>
<p><b>4</b></p>	<p><b>Governance</b></p> <p>RA read the documents given to each member with information on "What is a TMO" , FCHS rules ,Code of conduct , job description for Officers role and subcommittees .</p> <p>RA asked for each member to read the documents and keep them as reference.</p> <p>CN spoke about the audit skills forms which will be issued at the next meeting . Each member will be asked to complete it . This is so the organisation can identify future training needs and use the expertise available within the Committee .</p> <p>RA spoke about the training available Committee members , dates are in the pack . RA encourage Committee members to attend the training as part of their development.</p>	
<p><b>5</b></p>	<p><b>Election of Officers</b></p> <p><b>Chair</b> : Christine Nicholls nominated by EW seconded by TG elected by a show of hands :8  <b>Vice Chair</b> : Helen Cadwallader nominated by VS seconded by TG elected by a show of hands: 5  <b>Treasurer</b> Tim Gadd nominated by HC seconded by VS elected by a show of hands: 5  <b>Secretary</b> Vanessa Shone nominated by HC seconded by FE elected by a show of hands :5</p>	
<p><b>6</b></p>	<p><b>Election of subcommittee officers</b></p>	

	<p><b>Communication Committee:</b> E W , HC , VS  <b>Finance Committee :</b> TG , VS , OA,TA  <b>HR Committee :</b> CN , TA</p>	
7	<p><b>Elections to representative bodies</b></p> <p><b>7.1 London Bridge and West Bermondsey Panel</b>  VS is our representative</p> <p><b>Action : Home owner Council For the Committee to discuss representation in January 2019</b></p> <p><b>7.2 Southwark Tenant Management organization Committee</b>  VS is our representative  Action : Dates of future meetings to be circulated</p> <p><b>7.3 Tenant Council:</b> The nomination must come to the Forum .  <b>Action : The committee decided to consider a nomination at a later date .</b></p>	<p>Committee</p> <p>JH</p> <p>Committee</p>
8	<p><b>Report back from Representative Bodies</b></p> <p><b>8.1 London Bridge and West Bermondsey panel</b>  Boys on bikes :There is an increase police presence in the area there is no change to the advice which is that residents must report any incidents of any social behaviors to the police</p> <p><b>8.2 Home owner Council:</b> no report</p> <p><b>8.3 Southwark Tenant Management organization Committee</b>  There is an ongoing discussion about residents 's involvement .  The Social Housing Green paper was discussed.</p> <p><b>8.4 Potters Fields</b>  There are now two new members of staff .  The works on St John's Church Yard are now due to start</p>	
9	<p><b>Manager report</b>  JH presented the Manager Report dated October 2018. No significant change in the report since the AGM on 26/09/2018</p> <p><b>Actions: Business plan to be presented at Finance committee</b>  <b>Finance Subcommittee will need to see Keegan's project plan for Devon Mansions</b></p>	JH
9	<b>Health and Safety</b>	

	None to report	
<b>10</b>	<p><b>AOB</b> These are the items that will need to be put on the agenda of future meetings</p> <ul style="list-style-type: none"> <li>a) Planning : Business plan, Annual Action Plan ,Project working</li> <li>b) Governance presentation at a future meeting to be decided</li> <li>c) MMA Review of policies and procedures under governance ( need to identify a working party )</li> <li>d) The Website</li> </ul>	<b>CN and JH</b>
	<p>There being no further business, the meeting closed at 8.45 pm  <b>Date of next Committee Meeting: 13<sup>TH</sup> November 2018 at 6.30 pm venue the Hive Melior Place London SE1 3SZ</b></p>	<b>All</b>