

**Minutes of the FCHS Management Committee Meeting
held at 6.50pm on Tuesday 22nd October 2019
at Horselydown Offices, 2 Fair Street, London SE1 2XA**

Attendees	Role
Abiola Olatunji (AO)	Interim Estate Manager
Oteng Asabre (OA)	Management Committee Member
Vanessa Shone (VS)	Secretary
Alex Heslop (AH)	TMI Team Southwark
Helen Cadwallader (HC)	Acting Chair
Ebun West (EW)	Management Committee Member
Teddy Amoyaw (TA)	Management Committee Member
Apologies	Role
Maeve Campbell (MC)	TMI Team Southwark
Tim Gadd (TG)	Treasurer
Christine Nicholls (CN)	Chair
Guest	Company
Michael Cook (MC)	Auditor, Kreston Reeves

	Agenda Item	Action
1	Welcome and introductions	
2	Apologies and Attendance Monitor	
3	Declarations of interest VS and HC will be impacted by future works at Devon Mansions EW and OA are affected by works at St John's Estate	
4	Minutes of Management Committee held on 10th September 2019 Corrections to minutes of 10 Sept 2019: Para 5; item 5: (external brickwork repairs) CN rcvd an email from Jackie Richards saying bailiff action had been lifted <i>[TG comment – and confirmed that no further costs were owed, or payments requested from FCHS.]</i> Para 5; item 7b: Procurement of communal decoration at Devon Mansions – <i>{TG Comment} We noted that the procurement process was flawed and did not follow LBS guidance and that we would have to go to re-tender. We agreed that we would (following LBS advice) re-tender the whole job, not just block by block to get best value for money. We also noted that we should approach LBS to potentially include these works within the wider LBS refurbishment works on Devon Mansions.</i>	

5	<p>Matters Arising</p> <p>Item 7 - AO and Peter Hopper had a walkabout on St John's Estate. Peter identified a specific property as the potential source of the rat infestation at St John's Estate</p> <p>Item 8 - illegal occupier - AH advised that this is now a disrepair matter.</p> <p>Item 8 – CGS funding – Unfortunately the TMO did not submit an application for 2019/20</p>	
8	<p>Finance: Presentation of draft 2018/19 Audited accounts</p> <p>Michael Cook, Auditor, presented the audited accounts for 2018/19. Some key headings include:</p> <ul style="list-style-type: none"> • Income increased by £48,460 • Expenditure for the period saw an increase of 79,240 • Surplus for the period stood at £34,135 representing a drop of 44% compared to 2017/18 • Overall capital and reserve as at 31 March 2019 stood at £1,294,884 <p>The auditor also brought their Key Findings to the attention of the board. This was followed by some questions and answers.</p> <p>A number of changes to the document were also brought to the attention of the auditor. These include</p> <ul style="list-style-type: none"> • On Page 3: The report to management committee will need to have the following names corrected – Christine Nicholls should be Vanessa Shone • MC requested two additional signatures and this will be HC Acting Chair and she will ask TG Treasurer to be the third signatory. • On Page 8 change CN Chair to HC Acting Chair. <p>AH to look at structural investigation of Blocks 4-7 Devon Mansions which began around two years ago. AH to facilitate a meeting between AO and and the Major Works Team as the investigation is holding up works.</p> <p>Appendix II, III & IV discussed.</p> <p>(TA joined the meeting at 19:42)</p> <p>Michael will send slides to AO in advance of the AGM. There was also confirmation that Tim G will be at the AGM.</p> <p>Vote to approve audited accounts: There was a vote relating to the approval of the accounts. These were approved and the vote was unanimous.</p>	<p>MC</p> <p>AH</p>

6.	<p>AO advised that notices have been circulated in advance of the required 28 days' notice and the latest date for nominations to be returned to the office is the 12th November 2019. At the AGM HC, CN and TG will need to step down. In addition to these 3 potentially returning to the management committee, there will be 4 additional vacancies to fill. In the absence of TG, there will be 5 vacancies.</p> <p>Posters need to go on the external noticeboards and AO will ensure that these go up no later than two weeks before the AGM.</p> <p>HC has a meeting with a previous management committee member this week about the drying rooms issue and the person also has a new concern/issue. AH said the council has reached an agreement with this person about the drying room related issue.</p> <p>HC has sent last year's Powerpoint presentation to AO in advance of the AGM. The quarterly figures will need to be inserted as part of the preparation for the AGM. AO has the 2018/19 data and has sent this to AH.</p> <p>HC to email CN about standing down and then staying on the board as she won't be at the AGM to stand again in person.</p>	<p>AO</p> <p>HC</p> <p>AO</p> <p>HC</p>
7	<p>Manager's report:</p> <p>a. Highlight Report b. Q2 Monitoring Report</p> <p>– A summary of updates and performance information presented follows:</p> <p>Housing Services (KPIs) - YTD (April to March 2019/20)</p> <ul style="list-style-type: none"> • Rent collection rate – 99.2% • Repairs – 359 repairs raised with 96.7% of these completed on time. • Complaints – There were 9 complaints; 6 of these were responded to on time i.e. 50.8% • Members Enquiries – 4 Members Enquiries were received with 3 responded to within the target time i.e. 75% time. • Voids turnaround time – There has been 8 voids over the period; turnaround time was 50.8 days against a target of 28 days. • Tenancy checks requirement – Policy requires a tenancy check once every other year. FCHS is significantly behind with these checks • Fire Risk Assessments – There are currently over 40 items on the TMO's register with varying levels of risks. <p>Operational team – Discussed under HR</p>	

Environmental Services - AO explained this would be his future expectation of reporting back to the board under these headings

- Estate inspection results
- Scores from estate inspections held
- Any other issue derived from cleaning and grounds maintenance across the estate

Community Engagement

- Newsletters
- Community event

Updates on Schemes/Major works

- Communal decorations – AO suggested using the council to undertake the TMO’s communal decoration works. AO has spoken with *Ferenc Morath (LBS Head of Investment)* who is considering the idea. AO will provide feedback to the board as soon as this becomes available.
- AO shared an email from Anthony Collins who say that since their letter of dated 4th August 2019, there’s been no comeback from Savoy.
- St John’s Estate play area - renewal scheme – this project is 90% plus completed.


Q2 Monitoring Report (Performance) Apr’19 – Sept’19

- AO has put together a risk register and all management committee members need to read through it in their own time. It highlights Finance issues, HR issues and four significant repairs issues because repairs were not addressed adequately.
- The Monitoring Report had red areas for Staff Costs and Voids. Void turnaround should be around 21 to 23 days. Our two day-to-day Repairs Operatives carry out voids works alongside day to day repairs. AO explained that the TMO’s repairs strategy appears to hinge on these individuals – the Procurement Sub-Committee will need to address this issue post the AGM in November.
- AO proposed that Gloucester Grove TMO’s contractors (Apolonia Ltd) will be approached with the view to undertake the current void work at FCHS using its schedule of rates.
This was voted on and unanimously agreed.

AO went on to explain that the organisation will need to align itself with the council for a number of items in future

AO

<p>9</p>	<p>Procurement</p> <p>a) Devon Mansions – Communal decorations b) St Johns Playground</p> <p>Covered under Item 7 above</p> <p>Future consideration: CCTV; Telephone system; Multi functional printer lease</p> <ul style="list-style-type: none"> • FCHS needs to have CCTV coverage around the office with a screen inside the office that staff can see – Agreed that AO proceeds with sourcing this item urgently (security/H&S) • We have paid around £21,000 over the past 5 years for our printer. AO would like to approach the council in an effort to explore sourcing this item through its shared services arrangement. We discussed and agreed to explore the council approach for the provision of this item 	<p>AO</p> <p>AO</p>
<p>10</p>	<p>HR updates; Future strategy/capacity/day to day management</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	<p>Board</p>

		
11	Health and Safety a) Accidents, incidents and near misses - none b) Fire Risk Assessment - covered under Item 7 above	
12	Planning Agree date for 1st management committee meeting post AGM Tuesday 3 rd December 2019 at 6.30pm .	
13	Any Other Business HC asked that we go back to using the Interim Management Review/Annual Work Plan July 2015 and annual planner (HC to put in details as it was getting late). This was voted on and was unanimously agreed.	
	There being no further business, the meeting ended at 9.50pm.	