

**Minutes of the FCHS - Emergency Board Meeting**  
**held on Tuesday 6<sup>th</sup> February 2024**  
**at Horselydown Offices, 2 Fair Street, London SE1 2XA**  
**6pm to 7pm**

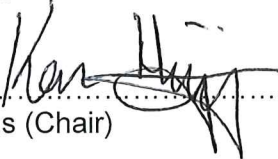
Attendees	Role
Sarah Armstrong (SA)	Estate Manager
Angela Simpson (AS)	Board Member
Ebun West (EW)	Board Member
Ken Higgins (KH)	Chair
Modupe West (MW)	Vice Chair
Sabrina Francis (SF)	Board Member
Vanessa Shone (VS)	Secretary

	Agenda Item	Action
1	<b>Welcome and introductions</b>	
2	<b>Apologies and Attendance Monitor</b>	
3	<b>Declarations of interest - none</b>	
4	<p><b>Notice from the FCA that they intend to cancel FCHS's registration on the 30<sup>th</sup> April 2024</b></p> <p>We have to submit annual returns and accounts no later than the 30<sup>th</sup> April 2024. SA has written to solicitors but there's been no response yet. Ray Williams has lost his licence to practice. SA has received quotes from three other auditors. We need to have a new auditor, finalise the accounts and redo Ray's work. The new auditors will have to contact Appleby &amp; Wood.</p>	
5	<p><b>Appointment of Auditor for 2022/2023</b></p> <p>Quotes were looked at for the 2023 audit:</p> <p>Simpson Wreford &amp; Partners have proposed a fee of £4,000 + VAT</p> <p>CK Partnership was in the range of £4,500 to £5,000 + VAT</p> <p>The quote from Menzies was for £15,000</p> <p>Board members voted unanimously to go with Simpson Wreford &amp; Partners.</p> <p>Appleby &amp; Wood are chasing payment. We emailed them asking for a reduced fee but we have not had a response yet.</p> <p>The cancellation notice is on the FCA website.</p>	

	SA will write to the auditors tonight.	
6	<p><b>Money to be paid on account to Southwark for communal decorations not completed</b></p> <p>NS, Resident Involvement Manager, asked that while we wait for the outcome of the BDO report that we pay the £1.2+m held in the reserve account at March 2022. SA pointed out that this would leave the TMO unable to continue to function. NS asked that we consider how much we can afford to pay at this point.</p> <p>After discussion, and the need to maintain running costs, board members agreed to pay back £1m. SA to make arrangements to pay this.</p> <p>Southwark Council to define what they mean by communal decorations.</p> <p>We need to see the BDO report which is with Southwark Council but they need to go through it first. Southwark Council then need to invoice us for the communal decorations money.</p>	
7	<p><b>AGM</b></p> <p><b>To discuss the possibility of putting the meeting back until:</b></p> <ul style="list-style-type: none"> <li>• we know the outcome of the BDO audit - ie. the long term position re the communal decorations money</li> <li>• the audited accounts are done</li> <li>• the FCA issue is settled</li> </ul> <p>The AGM needs to be put back from the 5<sup>th</sup> March 2024 as we need to see the BDO report ahead of the meeting.</p> <p>We need to tender for new auditors in time for the AGM for residents to agree them. We can check with other TMO's about their auditors and costs. We can look on the FCA website to see who the other TMO's use.</p> <p>SA to speak to the council to see how far back we can push the AGM and whether it needs to take place before the end of the tax year and we're still waiting for the BDO report.</p> <p>We have not had a Monitoring Officer attend our board meetings since Tuesday 11th July 2023. Previously AH stepped in when MC was unable to carry out the Monitoring Officer role.</p> <p>We will put a letter through each letterbox updating our residents about what we're doing. We will push the AGM back to April if we can. The updates will also be posted on the website. <b>All board members were in favour</b></p>	
8	<p><b>Any other business</b></p> <p>Modupe West has agreed to be the new Treasurer now that Kathy Atkins has stepped down from the board.</p> <p>Proposed: Ken Higgins</p>	

Seconded: Ebun West Modupe also continues as Vice Chair. NFTMO this year is from the 28 <sup>th</sup> June to the 30 <sup>th</sup> June.	
--	--

There being no further business, the meeting ended at 7pm.

Signed .....  .....  
Ken Higgins (Chair)

