

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
FEDERATION OF PRIVATE RESIDENTS' ASSOCIATIONS LTD
Held on Wednesday 22 May 2013 in the Committee Room at the Victory Services
Club, 63-79 Seymour Street, London W2 2HF**

Present: FPRA Committee Members: Stephen Guy (Acting Chairman), Robert Levene (Admin), Philippa Turner*, Simon Haswell, Roger Trigg*
Legal Adviser – Dr Nick Roberts
Hon Consultants – Yashmin Mistry*, Shula Rich*, Nic Shulman*, Colin Cohen
(* donates attended parts of meeting)

1. Apologies for Absence: Bob Smytherman, Richard Williams, Martin Coleraine, Ann Ellson, Peter Sutton, Mike Derome, Bernie Wales, Chiara Gorodesky, Leigh Shapiro, Andrew Pridell, Jacqui Abbott.

2. To approve Minutes of the Meeting held 13 February 2013 - These were approved.

3. Chairman's Report – report circulated prior to meeting.

4. Treasurer's Report – Summary distributed. RL reported in MD's as per Notice given via email, it was proposed to change the contract between FPRA and RLBCS which will increase the costs for FPRA by about £3,200 per annum.

5. Report and Accounts for financial year end 31st March 2013

Quorum

The requisite notice had been given to each director and there was a quorum present in accordance with the Articles of Association of the Company.

The spread sheets and accounts were fully reviewed and agreed.

Letter of Representation

There was presented a Letter of Representation relating to the Accounts for the year ended 31 March 2013 from the Auditors for consideration by the Directors.

IT WAS RESOLVED THAT the Letter of Representation be hereby approved and a Director was authorised to sign the letter on behalf of the Board of Directors.

Accounts

THERE WAS PRESENTED to the meeting for due consideration by the Directors the following documents, which had been prepared in accordance with the Companies Acts:

- (a) The Accounts for the year ended 31 March 2013; and
- (b) The Directors' Report for the year ended 31 March 2013.

IT WAS RESOLVED THAT:

- (a) The Accounts be and are hereby approved pursuant to Section 414 of the Companies Act 2006 and that a Director be and is hereby authorised to sign the Balance Sheet on behalf of the Board of Directors.

- (b) The Directors' Report be and is hereby approved pursuant to Section 419 of the Companies Act 2006 and that a Director or the Company Secretary be and is hereby authorised to sign the Directors' Report on behalf of the Board of Directors.

The Secretary was hereby instructed to send the approved Accounts and the Directors' Report to the Auditors for the purposes of the Report of the Auditors to be signed prior to being sent out to all the Members entitled to receive the Accounts, in accordance with the provisions of Section 423 of the Companies Act 2006.

Appointment of Auditor

It was agreed that at the AGM a proposal would be made to dispense with an audit and replace this with an accountants' report.

Appointment of Auditor/Accountant

It was agreed that if an audit was required that a Resolution would be proposed at the next annual general meeting to appoint an Auditor for the Company, and to be appointed for the period from the next annual general meeting until the next following annual general meeting where Accounts are laid before the members in accordance with the provisions of the Companies Act 2006.

It was agreed that if an audit was not required that a Resolution would be proposed at the next annual general meeting to appoint an Accountant for the Company, and to be appointed for the period from the next annual general meeting until the next following annual general meeting where Accounts are laid before the members in accordance with the provisions of the Companies Act 2006.

Annual General Meeting

It was noted that pursuant to the provisions of Section 302 to Section 306 of the Companies Act 2006 an AGM was not required, but according to our Articles of Association an annual general meeting should be held and it was delegated to the Admin Office to organise this and the relevant notices. NR to check these.

6. Section 20 Notice – effect of Phillips and Goddard v Francis [2012]

Full discussion. Noted out of time, leave to appeal applied for, thought to be funded by interested parties. SG to update website. Newsletters issue 105 deals with this and developments will be watched.

7. Effect of Daejan v Benson Supreme Court Decision

Full discussion, issue 105 deals with this.

8. Mental Health (Discrimination)

Noted – no further action.

9. Right to Manage - Articles of Association

Noted – no further action.

10. Late Payments Commercial Debts Regime

Noted – no further action.

11. Tribunal Service Consultation

Noted – no further action.

12. Association of Retirement Housing Managers

It was noted we have approached ARHM to see if we can achieve better communication, etc. and this is being passed to their new Business Development Manager "Keith Edgar".

13. Office of Fair Trading Investigation into Retirement Home Transfer Fees

RL to draft letter to express disappointment in final report. Remind them to contact us for anything future in our sector.

14. Engage Liverpool

Gerry Proctor gave a very good presentation at the LEASE Conference yesterday and we are exploring ways to use the experience in Liverpool for the benefit of all our members. He has been invited to our meetings.

NS gave committee profile on Engage.
Felt useful for the future – role out nationally
Perhaps FPRA could help with funding (£!00's not £1000's) in future.

15. Events attended or planned

7 March 2013 CHUResidentsline – Bernie Wales	Birmingham
7 March 2013 ALEP spring conference- Colin Cohen	London
18 April 2013 Dalston Square Residents, London - Shula Rich	London
22 April 2013 JEM Patterson Court RA- Peter Sutton	Harrow
13 May 2013 LEASE Board Meeting - Robert Levene	London
13 May 2013 Meeting with participants in Daejan v Benson - Robert Levene	Southgate
15 May, London, Launch of ARMA-Q - Bob Smytherman	London
21 May 2013 LEASE Professional Conference - Six committee members	London
21 May 2013 LEASE Public Conference - Two committee members	London
30 May 2013 Leaseholder Property Event - Nic Shulman	Liverpool

Thanks were expressed to all the volunteers for attending these events.

16. CARL/LEASE

RL met with Nigel Wilkins and also saw other Committee Members at the LEASE Conference yesterday. It is not clear how they hope to achieve aims, but they are good at getting the press interested.

17. Financial Conduct Authority (FCA) has taken over from the Financial Services Authority (FSA)

Noted EU directive on disclosure of insurance commissions to clients by agents – does not help leaseholders.

No point writing to Treasury and DCLG at this stage.

Agreed watch what happens.

18. Towergate Insurance –CHUResidentsLine

Noted and links to CHU.

19. Deacon Insurance

Deacons would like to arrange a meeting and this is being proposed for the 25th September before the next Committee Meeting – ask committee who would like to attend to join Colin Cohen and RL at this meeting.

20. ARMA

Discussion on ARMA Q's and Regulation.

CC raised 'Regulation' on self-managed blocks – no consensus on issue.

Who to attend meeting with ARMA on 25 September 2013 – agreed ask committee who would like to attend

21. Information Pack – progress report by Yashmin.

The wording has been agreed between Yashmin and Nick Roberts and has now gone to Sarah Phillips for layout. It is intended to then submit it to Lord Coleraine to review before final proof reading by Diane Caira. RL proposed doing an acknowledgement page and seeking a forward, perhaps from Tony Essien at LEASE and Baroness Gardiner.

To launch the new pack, Yashmin and Nic Shulman are planning a webinar.

Committee recorded thanks to all involved.

22. Update from admin office

- i. As at today the membership stands at 385 associations.
- ii. Website updates – noted – refer later.
- iii. Members' questions outstanding: 10, of which 6 are over our 10 day target; all advisers have been reminded – noted – refer later.
- iv. Bounced cheque – in future let cheques clear before dealing with questions. If urgent ask to do a bank transfer.

- v. LivingCity - new version requested by NS. £500 payment awaited. (admin office to invoice).

23. Website

1. Technical – e.g. loading on system & site upkeep
2. Editorial –

John Ray and Your Block on Line can both help with 1. but only Notb can help with 2. when SG gives up.

Q & A – loaded monthly – admin office to consolidate for Amanda to edit.

General discussion on purpose of website and future communication with 1. Members 2. New. Consider monthly e-shot of parts of newsletter.

NS to coordinate proposals by 1 August 2013 with SG/SH/Admin office.

SH report. Discussed - Committee felt this was very useful.

Agreed 1. committee asked for search ideas.

2. Agreed to pay google up to £1000 pa to get FPRA in position 4 or 5 on first page of searches. Monitor at next meeting.

3. SH to organise and coordinate.

24. Advisers

RL advised that he had spoken to Mark Chick, Partner in Bishop & Sewell, solicitors, and Amanda Gourlay, Barrister at Tanfield Chambers, who have both volunteered to be Hon. Advisers.

Suggested contact Residentsline & Deacon for insurance advisers to replace RL.

NS to recommend person/s re: Health and safety, Fire safety etc.

It would be good to find someone who could help with accounts. (all to suggest).

PT to assist RL in letter to Peter Haler and Andrew McKeer to thank and check if still interest in being Honorary Consultant.

Should we seek extra Honorary Consultant – political e.g.: Baroness Gardiner? Other ideas please?

Damien Greenish of Pembleton Greenish, solicitors, has indicated he would be happy to speak at our AGM.

25. AGM plans for 2013 event (Nic Shulman)

Hamilton House reserved – NS and Gemma Crabtree reviewing other options – firm venue and date by 1 July 2013.

Possible speakers – minister (video link?), Gerry Proctor, Phillip Rainey, Damian Greenish – NS to follow up.

26. Newsletter and Dates

Please remember to submit items to Amanda in good time – Many thanks. Next issue 105 to be sent mid-May, however our printers have ceased trading and there have been other delays so this may be end of May/early June. Alternative quotations received & Flexpress selected.

Issue 106 September 2013 – articles by 31 July 2013 include AGM notice and accounts

Issue 107 December 2013 – articles immediately after AGM

Issue 108 February 2014 – articles by 6 January 2014 includes renewal notices

Issue 109 May 2014 – articles by 12 April 2014 includes renewal reminders

27. Dates of future meetings

Wednesday 25 September 2013

Thursday 7 November 2013 AGM/42nd Event – subject to confirmation

Wednesday 4 December 2013 – agree subs for following year

Wednesday February 2014 – date to be arranged

Wednesday May 2014 – to approve accounts if ready/arrange meeting to do so – date to be arranged

Mike Derome is hopeful to be able to make Wednesday meetings next year, dependent upon his student tuition situation.

28. Any other business

- i. CARLEX/LKP have indicated a wish to meet and cooperate for the future and the meeting was proposed for 25th September, before the next Committee Meeting, with Sebastian O'Kelly and Martin Boyle. This was not felt to be something we should do.
- ii. FPRA – should in future look at own accreditation scheme.
- iii. Avon Court had complained – noted – no action.
- iv. Felt we should help Shelter per emails.
- v. Noted very high FPRA profile at lease events yesterday.
- vi. PT had not received some emails, Admin office to investigate reason for technical problem.

The meeting closed at 8.30pm with thanks to Stephen Guy for Chairing & all those attending.

Date for next meeting Wednesday 25 September 2013.

Minutes prepared by RL 23.5.2013