

# MINUTES OF THE EXECUTIVE MEETING

## FEDERATION OF PRIVATE RESIDENTS' ASSOCIATIONS LTD

Held on Wednesday 26<sup>th</sup> February 2014 at 5.30pm in the Committee Room at the Victory Services Club, 63-79 Seymour Street, London W2 2HF

**Present: FPRA Committee Members:** Richard Williams (Deputy Chair), Robert Levene (Admin), Philippa Turner, Susan Hayward, Chris Adams.

**Honorary Consultants:** Shula Rich, Colin Cohen, Nic Shulman, Amanda Gourlay.

**Apologies** - Bob Smytherman, Ann Ellson, Nick Roberts, Mike Derome, Belinda Thorpe, Yashmin Mistry, Mark Chick, Bernie Wales, Chiara Gorodesky, Simon Haswell, Roger Trigg, Leigh Shapiro, Mary-Anne Bowring

1. **To approve Minutes of Committee meeting held 4 December 2013**

These were approved and signed.

2. **Sub Committee Reports internal FPRA matters:-**

**a. Website** – Nic Shulman

Amanda Gotham reported that the website was being kept up to date but was waiting on the innovation plans from the committee.

NS reported that the website was part of the greater business and marketing plan.

**b. Business Plan** – Mary-Anne Bowring – not present

No report had been received admin office was asked to chase this and to get a time scale if she was unable to do this within the next two weeks Chris Adams would produce subject heads and take the lead on this over and consult with Amanda Gourlay, Susan Hayward and Nic Shulman to get this produced before the next meeting as it was felt essential that this did not drift anymore.

**c. Marketing** – Susan Hayward

- Report had been distributed before the meeting and was noted.
- Amanda Gourlay and Susan Hayward are updating the issues document which is to become our manifesto and is to be finalized before the next meeting.
- Shula Rich is to assist Susan Hayward and Amanda Gourlay in getting a clear plan produced before the next meeting and also to do some questions to members via an eshot or survey re the website. NS also to assist.
- Susan Hayward emphasised that she felt this must be done before the next committee meeting.

**d. Admin Office**

- The admin office was requested to produce a geographical note of where our members are for marketing purposes.
- We are to actively seek a member in each MP's area to liaise with that MP.
- Request by Anglian to do an eshot was discussed and it was decided to defer this all be it that it may help with finances and Shula Rich to suggest a suitable question on this matter for the above survey.

3. **Sub Committee Reports contact with outside organisation:-**

**a. ALEP** – Yashmin Mistry

Conference on 23 March would be attended by Colin Cohen who would also represent FPRA as well as his other interests.

**b. ARHM** – Susan Hayward

Report distributed before the meeting and noted.

**c. ARMA** – Amanda Gourlay

Meeting had taken place with Michelle Banks before this meeting the key points were:

- ARMA Q leaflets look at distribution, subject to cost.
- FPRA participation in next ARMA Conference to be looked at.
- Protection of lease-holders money, still a concern.
- Put ARMA Q Consumer Guide on website/info in newsletter.
- Keep each other informed about consultations.
- Look at training perhaps including LEASE.
- Improve flow of communications.

**d. Engage Liverpool** – Robert Levene – no contact

**e. Green Deal** – Bob Smytherman – no report

**f. LEASE** – Amanda Gourlay

Meeting had taken place with Tony Essien before this meeting the key points were:

- LEASE Conference FPRA to have stall and invitation as previous year.
- Joint events in the regions.
- Review publications.
- Maintain regular contact.
- Generally help each other where we can.
- AG and BS to lead for FPRA Anthony Essien and Shabnam Alikhan for LEASE.

LEASE conference on Thursday 3 April 2014, FPRA to have a stand all day both for the professional conference and the evening leaseholder conference. One of the admin girls would be asked to attend for the whole event, but the main activity would be expected to be with leaseholders in the evening. Several FPRA committee members/consultants are already attending and will help out as and when they can. RL to attend PM and evening. NS to organise setting up the stand and bring banner he holds as well as stock of leaflets. SR will represent FPRA for the complimentary place at the conference.

**g. LVT/FFT** – Leigh Shapiro

- Amanda Gourlay to write an article on FFT costs compared to County Court costs for the May newsletter.
- We are members of the user group.
- In future we will use FFT instead of LVT.

**h. RICS** – Shula Rich

Code of practice ongoing. SR reported health and safety regs were not appropriately dealt with in the proposed code particularly on water safety.

**i. OFT** – Amanda Gourlay/Shula Rich

It was decided after discussion that SR and NS would take the lead on this the admin office is to make an introduction to the OFT with their emails and they will then take forward the whole process with the OFT.

4. **Newsletter and Dates** – [for information](#).

Issue 108 – the committee was extremely pleased with the last issue and congratulated Amanda Gotham.

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

Issue 110 September 2014 – articles by 1 August 2014 including Report & Accounts, AGM notices etc

Issue 111 December 2014 – articles by 21 November 2014

Issue 112 February 2015 – articles by end of January 2015 includes renewal notices

5. **Dates of future meetings – for information.**

Tuesday 20 May 2014 – to approve accounts if ready (NS to establish prior to that meeting the full arrangements for the AGM/Conference so they be available for the May newsletter)

Wednesday 24 September 2014 –

November AGM/Conference Event – date to be advised

Wednesday 10 December 2014 – to discuss membership fees

8 **Any other business.**

- a. Colin Cohen had attended House of Commons event on insulation for FPRA.
- b. Francis Wood had volunteered to keep a watching brief for FPRA in the newspapers and government announcements and would potentially in the future be a full committee member when a vacancy arose.
- c. Chris Adams was thanked for his help with the Welsh Housing Bill submission.
- d. Chris Adams was also thanked for making the journey from Wales for this meeting.
- e. Ann Ellson was thanked for representing FPRA in the recent Water Bill campaign.
- f. It was agreed to pay £250 each to Jacqui, Diane and Debbie as a thank you for all their extra hard work.
- g. Colin Cohen and Shula Rich to do a joint article for the September newsletter on 'Managing Agent and Other Organisations' eg. Regulated etc including ARMA.
- h. Application by Lauren Wadey to become an Honorary Consultant was to be declined.
- i. Susan Hayward to be provided with business cards, if anyone else needs them they are to request them from the admin office.
- j. Meeting with Deacon to be deferred until after we have a business and marketing plan.
- k. Chief Fire Officers Association request is not to be pursued.
- l. Philippa Turner had updated the 'Collective Rights' document but we are still awaiting review of this by Leigh Shapiro it was agreed to ask Leigh for a timescale as we did not want this to drift and to see if Mark Chick could help if Leigh could not do this.
- m. Philippa raised the 'Participation Agreement' and it was decided to continue with the LEASE one all be it this did not properly explain the use of the agreement and the need for it.
- n. Shula Rich to provide the admin office with ISBN numbers to be used on all FPRA publications to enable those publications to be sold by other parties eg. Amazon. Admin office to advise Shula number of ISBN's required.
- o. Philippa Turner, our old publication 'Running a Block of Flats' should be considered for republishing, possibly in conjunction with other organisations the admin office to send a copy of the old document to all the committee for comments.
- p. Chris Adams requested that we use drop box or similar for all committee papers and publications in future and was strongly supported in this by Amanda Gourlay. Chris will assist anyone who needs help on using this.

The meeting closed at 7.45pm

Next meeting Tuesday 20 May 2014

## **LIST OF EXTERNAL CONTACTS OF FPRA**

Age Concern /AIMS – Annual or as required  
Association of Leasehold and Enfranchisement Practitioners – ALEP- Annual or as required  
Association of Residential Managing Agents – ARMA – Monthly or working together on consultations  
Association of Retirement Housing Managers – ARHM – Annual or working together on consultations  
British Property Federation – ad hoc.  
Campaign for the abolition of Residential Leasehold – CARL – Ad hoc contact  
London Borough of Camden (including Leasehold and Mediation sections) – Ad hoc  
Citizens Advice Bureau – CAB – Annual to update records  
College of Law/College of Estate Management/Other Universities – Annual and updates as required  
Fuel Poverty Alliance – Ad hoc  
CARLEX  
Council Mortgage Lenders – Ad hoc  
Department of Communities and Local Government – DCLG – Monthly or per consultations  
Deacon Insurance – Ad hoc  
Digital TV – Quarterly meetings  
Disability/Department of Works and Pensions – Ad hoc  
Engage Liverpool (Local Partner)  
Fuel Poverty Alliance – Ad hoc  
Financial Conduct Authority – FCA – and Financial Services Compensation Scheme – FSCS - campaigns  
Gas Safety Council – Ad hoc  
Home Information Packs – Practitioners – Ad hoc  
Association of British Insurers – ABI – Campaigns  
Institute of Residential Property Managers – IRPM – information updates  
Journalists/print, radio, TV and web – continuous  
Leasehold Advisory Service – LEASE – Monthly (note: RL is non-executive director)  
Land Registry – Consultations  
National Council for Voluntary Organisations – NCVO – Annual update  
Property Standards Board  
Peverel – Ad hoc  
Residential Property Tribunal Service – RPTS/LVT – Bi-annual meeting  
Royal Institute of Chartered Surveyors – RICS – Ad hoc

Advertisers in Newsletter – As required

Politicians

Others – As required including various new contacts

## **Admin Office Report for 26<sup>th</sup> February 2014 Committee Meeting**

### **1. Members Questions**

A total of 241 questions have so far been dealt with this financial year with only 3 outstanding and none over our 10 day target.

## **Engage Liverpool Report for 26<sup>th</sup> February 2014 Committee Meeting**

Nothing has happened since the last meeting.

## FPRA Membership Numbers showing new and lapsed

As at 24 February 2014

Year	Total membership	New members	Lapsed/cancelled
2007/8	315	No accurate record	No accurate record
2008/9	352	No accurate record	No accurate record
2009/10	393	No accurate record	No accurate record
2010/11	412	No accurate record	No accurate record
2011/12	460	No accurate record	No accurate record
2012/13	507	32	No accurate record
2013/14	512	58	73
2014/15			
2015/16			

**NOTE: These figures are not completely accurate, and never will be because we give 3-months free memberships, 15-months membership from 1 January each year, and other offers, re-joining members etc. that distort the records and it would be too costly and time-consuming to extract out completely accurate figures for little overall benefit.**

**Committee Members/Honorary Consultants to take lead and to be involved in dealing with other organisations.**

<b>Other Organisation</b>	<b>Lead Member</b>	<b>Other Members</b>
<b>ALEP</b>	<b>Yashmin Mistry</b>	<b>Robert Levene</b>
<b>ARHM</b>	<b>Susan Hayward</b>	<b>Amanda Gourlay</b>
<b>ARMA</b>	<b>Amanda Gourlay</b>	<b>Bob Smytherman</b> <b>Richard Williams</b>
<b>Engage Liverpool</b>	<b>Robert Levene</b>	
<b>Green Deal</b>	<b>Bob Smytherman</b>	
<b>LEASE</b>	<b>Amanda Gourlay</b>	<b>Bob Smytherman</b>
<b>LVT – National User Group</b>	<b>Leigh Shapiro</b>	<b>Amanda Gourlay</b> <b>Shula Rich</b>
<b>Press/TV/Media</b>	<b>Bob Smytherman</b>	
<b>RICS</b>	<b>Shula Rich</b>	<b>Bob Smytherman</b>
<b>OFT</b>	<b>Shula Rich</b>	<b>Nic Shulman</b>
<b>Others?</b>		
<b>All Parliamentary Leaseholder Group</b>	<b>(If this gets established should we be campaigning?)</b>	

**Committee Members/Honorary Consultants to take lead and to be involved in dealing with other internal FPRA matters**

<b>Subject</b>	<b>Lead Member</b>	<b>Other Members</b>
<b>Newsletter Content</b>	<b>Amanda Gotham</b>	<b>Philippa Turner</b> <b>Nick Roberts</b>
<b>Website Content, Design and Optimisation</b>	<b>Amanda Gotham</b>	<b>Simon Haswell</b> <b>John Ray/Nic Shulman</b>
<b>Admin Office/Liaison</b>	<b>Bob Smytherman</b>	<b>Richard Williams</b> <b>Mike Derome</b>
<b>PR and Marketing</b>	<b>Susan Hayward</b>	<b>Nic Shulman</b> <b>Amanda Gourlay</b> <b>Mary-Anne Bowring</b>