

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
FEDERATION OF PRIVATE RESIDENTS' ASSOCIATIONS LTD
Held on Wednesday 5 December 2012 in the Committee Room at the
Victory Services Club, 63-79 Seymour Street, London W2 2HF**

Present: FPRA Committee Members: Bob Smytherman (Chairman), Mike Derome (Treasurer), Muriel Guest-Smith, Stephen Guy (Website), Robert Levene (Admin), Philippa Turner

Legal Adviser – Dr Nick Roberts

Hon Consultants - Shula Rich, Leigh Shapiro

In Attendance: Jacqui Abbott (Admin Office) , Peter Cocks, Simon Haswell , Peter Sutton, Roger Trigg

Everyone present gave an introduction and brief details of their roles.

1 Apologies for Absence: Richard Williams (Deputy Chairman), Martin Coleraine, Andrew Pridell, Martin Redman, Andrew McKeer, Ann Ellson, Chiara Gorodesky, Colin Cohen, Bernie Wales, Yashmin Mistry, Nic Shulman, Amanda Gotham (Newsletter Editor)

2. To approve Minutes of the Meeting held 6 September 2012 - These were approved.

3. AGM Minutes – These were approved and authorised for printing.

4. Chairman's Report – report circulated prior to meeting. BS gave an update on the Green Deal and reported he was due to appear in the local paper and would circulate when printed and has written opinion articles that have been published in Gas Safety and Flat Living.

Prior to the meeting BS, RL and Peter Cocks met with Michelle Banks of ARMA to try to further the relationship with regard to working together

1. ARMA Q what relevance outside ARMA members? – They felt this would be a lead to improving the sector as a whole.
2. ARMA Guidance notes availability – It was agreed they would allow access on an ad hoc basis subject to ARMA branding with investigation of joint branding with FPRA where appropriate.
3. Working on Consultations – mechanics – It was agreed that a monthly phone conversation would take place between ARMA and FPRA and that Peter Cocks supported by Muriel Guest – Smith would take responsibility for this.
4. ICAEW accounting for service charges – exclusion of FPRA and all RMC's from the process by ARMA, RICS and ICAEW – whilst it seemed ARMA were supporting FPRA's views they weren't cooperating but were looking to work better in the future and suggested that both organisations write to the Financial Reporting Council.
5. Upper Tribunal consultation responses – our main concern is costs - ARMA had not responded due to lack of resources.
6. Regulation of Managing Agents – How to be achieved and in what format – ARMA felt that ARMA Q was the way forward and that no regulation would take place until the Government had seen the effectiveness of this version of 'self-regulation'.

7. ARMA's intentions for RMC memberships – ARMA will let us know the number of RMC members but this was not felt to be a competitive situation.
8. FPRA has effectively been recommending to its members and wider audience that good ARMA members are used when appointing a Managing Agent – what is ARMA doing to recommend FPRA membership to its members and to those members' clients? – They were open to this suggestion but need to give further thought to it and as a first step were willing to have a FPRA article saying the benefits to ARMA members having FPRA members as clients and of recommending them in the ARMA quarter day magazine. BS to draft.
9. ARMA agreed that the ARMA Q regulators report would be made public after its submission to the ARMA Council.

5. Treasurer's Report – Summary distributed. MD reported that the accounts were looking healthy and there were no additional recommendations from the committee.

A cheque had been received for £1750.00 from the event organisers for our AGM the full details of the accounting break down was still awaited from them.

Travel, accommodation and meeting costs were discussed. It was agreed that travel costs would be paid but not an overnight stay. It was noted that due to the increase in committee size a larger meeting room would be needed in future and therefore additional costs.

6. Subscription for 2013/14 – separate report was submitted as were some interesting comments from Bernie Wales and it was decided that subscription should remain unchanged but membership should include an optional copy of the Summary of Rights and Variation of Lease if required as part of the subscription.

7. Update from Admin Office

A report had previously been distributed and this was updated

- a.) As at 30 November 2012 membership stood at 505 (compared to 335 at 23 May 2012 and 544 at the end of March 2012). There are 66 members that have not renewed.
- b.) There are 6 members' questions outstanding and none are outside the 10 day limit.
- c.) The Winter Newsletter issue 103 is in the process of being prepared and is anticipated to be printed next week.
- d.) Agreed to shut the Admin Office the last working day 21 December reopen 7 January 2013.
- e.) Diane now working Monday and Tuesday, Sue Wednesday and Jacqui Thursday and Friday.

8. Progress on plans made at 12 October 2011 meeting

- a. Some forms are available on-line but this section needs to be added to. CG to assist SG in collating statutory forms for this section – this is in progress.
- b. Produce guidance notes (see agenda item 9 below).
- c. Links on the website - BS video and a NS blog but more needed.
- d. Website to include stories from members – make an appeal in next newsletter. Each committee member with a block to write their story to start off the website. New committee members to add their block reviews.
- e. The membership leaflet redesign completed and printed and MD acknowledged for doing an excellent job.
- f.

It was not felt necessary to have this as a separate item going forward but it was suggested having a separate item on our next committee meetings agenda to discuss FPRA marketing.

9. FPRA Guidance – decision made that all guidance notes to be reviewed by NR for factual errors and printed under the name of the author with a clear FPRA disclaimer on the website regarding content.

10. Information Pack – YM had done an excellent job so far redrafting and hoped to have this completed before the Christmas break. MC had seen draft so far and suggested it was redesigned and had made some other comments which were reported to the committee. Admin office was instructed to organise with Sarah Phillips our designer to look at the presentation. SR to read and comment from a layman's point of view on its readability.

11. Responsibility for running FPRA – recently the admin office has been receiving press enquiries, consultation and questions that require a decision and it is not felt that the admin office should be implementing these. Therefore it is proposed that various tasks have committee members allocated to them for reference and forwarding on.

- A focal point for ARMA ie: monthly contact –Peter Cocks supported by MGS.
- Press releases/press enquiries – at present BS but needs reallocation due to BS's forthcoming work commitments.
- Green Deal – BS/NR
- Consultation Issues – admin office to provide a list of possible consultation issues and committee members and honorary consultants to choose their areas of expertise.

12. Membership response to proposed Ombudsman Scheme – it was agreed this did not have sufficient membership support to justify taking further.

13. Insurance Commission Articles – response from ARMA was noted as was lack of response from other organisations. It was decided to follow this up in the next newsletter. Contact also to be made with Ian Potter, Chief Exec of NFOPP (National Federation of Property Professionals) to see if there was any comment on the article. (Action by Amanda Gotham).

14. AGM/Conference 2012 – Nic Shulman was unable to attend so a full report will be given to the next meeting. Feedback was very positive. It was decided to proceed with the 2013 Event. Everyone involved with the event thanked for their contributions some suggestions for improvements were noted and would be addressed.

15. Sussex Heights Situation – It was noted that the Federation could accept both as members although this was a situation it would try to avoid.

16. Engage Liverpool – decision that any RA would be able to join from Engage Liverpool and the joining fee would be waived or they could become newsletter subscribers.

17. Managing Agent Regulation – It was agreed that we should actively publish our view on this per Richard Williams suggested wording (but we need to consider how honorariums are dealt with). A working group of Shula Rich, Roger Trigg, Peter Cocks and Richard Williams to be asked if he would collate a response to ARMA Q.

18. Newsletter dates.

Issue 104 February 2013 – articles by 7 January 2013 includes renewal notices

Issue 105 May 2013 – articles by 12 April 2013 includes renewal reminders

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

19. Dates for future meetings at Victory Services Club 5.30pm

The Committee discussed whether we should meet more frequently because of the long agenda and it was agreed that at present quarterly was sufficient but perhaps working groups on specific subjects may meet in between meetings.

The admin office to coordinate dates with Richard Williams as he would need to chair most meetings as Bob will be Mayor during this period and may not be able to attend.

Wednesday 13 February 2013

Wednesday 22 May 2013 – to approve accounts if ready/arrange meeting to do so

Wednesday September 2013 - TBA

November AGM/42nd Event 2013 – possibly a Thursday in November 2013 - TBA

Wednesday December 2013 – agree subs for following year - TBA

12. Any Other Business

- a) Prior to this meeting some of the Committee met to discuss consultation responses and these were agreed on:
 - i. Upper Tribunal
 - ii. ICAEW service charge accounting
 - iii. Permitted development
 - iv. OFT retirement flats – investigation

- b) Equal Opportunities Policy – suggested by Savoy Court RA put on website with disclaimer.
- c) Letter from David Smalley Rocquaine Court and others – was noted.
- d) Website Update –
 - i. Committee members were asked to write a report about their individual blocks including photos to be included on the website to encourage Federation members to follow suit.
 - ii. SG still to give access to admin office. DTBA.

- e) Form AP01 for new Directors were provided. The committee having co-opted , Peter Cocks, Simon Haswell , Peter Sutton, Roger Trigg. Peter Cocks however, after the meeting, decided not to proceed with being a director.
- f) Property Investors Network in Brighton – not appropriate for FPR.
- g) Audit Exemption Consultation – Audit will no longer be required for companies who meet two out of the following three:-
 - i) No more than 50 employees
 - ii) No more than £3.26 million on balance sheet
 - iii) Turnover of less than £6.5 millionIt was agreed that 2013 AGM notice would include formal proposal to dispense with audit.
- h) RL advised he would not be seeking renewal of his LEASE non executive role in June 2013.
- i) Leigh Shapiro reported on Green Deal All Party Group and BS to do follow up to Minister.
- j) Roger Trigg reported on the Local Authority Mortgage scheme.

The meeting closed at 8.30pm.

Date for next meeting Wednesday 13 February 2013.