

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
FEDERATION OF PRIVATE RESIDENTS' ASSOCIATIONS LTD  
Held on Wednesday 23 May 2012 in the Committee Room at the Victory  
Services Club, 63-79 Seymour Street, London W2 2HF**

**Present: FPRA Committee Members:** Robert Smytherman (Chairman), Richard Williams (Deputy Chairman), Philippa Turner, Robert Levene, Muriel Guest-Smith, Malcolm Wolpert  
Legal Adviser - Nick Roberts.

Hon Consultants - Nic Shulman, Yashmin Mistry

**In Attendance:** Jacqui Abbott

**1 Apologies for Absence:** Martin Coleraine, Mike Derome, Andrew Pridell, , Martin Redman, Leigh Shapiro, Andrew McKeer, Ann Ellson, Stephen Guy, Shula Rich, Chiara Gorodesky and Bernie Wales

**2. To approve Minutes of the Meeting held 22 February 2012** - These were approved.

**3. Chairman's Report** – report circulated prior to meeting. Also reported we now have a link on the DirectGov website would be interesting to know how many hits we have on ours as a result of this SG to be asked if possible to find out. BS unable to attend all BPA board meetings. Admin office to see if any other committee member able to attend.

Just before this meeting BS and RL met with Michelle Banks and Geraldine Shortall from ARMA to discuss a range of subjects including:

1. Rebuilding trust
2. Working together on Campaigns and Consultations
3. Quarterly meetings
4. Access to practice notes/adviser notes ARMA issue
5. IRPM – contact Jeff Platt direct.
6. Web/Social links – agreed

Concern expressed that ARMA appeared to be stepping into FPRA territory by targeting RMCs.

**4. Treasurer's Report** – In MD's absence RL reported. Year end 31 March 2012 office summary had been distributed and had now been superseded by the final Report and Accounts which were presented to the meeting and approved.

It was agreed that the wording in the minutes suggested by the accountants would be used as follows under item 5.

A summary of income and expenditure up to 9 May had been previously distributed and an update was provided to the meeting.

Reasons for difference between forecast and final accounts were discussed and noted (profit instead of breakeven).

**5. Report and Accounts for Year End 31/3/12**

**Quorum**

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

**Letter of Representation**

There was presented a Letter of Representation relating to the Accounts for the year ended 31 March 2012 from the Auditors for consideration by the Directors.

IT WAS RESOLVED THAT the Letter of Representation be hereby approved and Robert Levene 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 2012; and
- (b) The Directors' Report for the year ended 31 March 2012

IT WAS RESOLVED THAT:

- (a) The Accounts be and are hereby approved pursuant to Section 414 of the Companies Act 2006 and that Bob Smytherman as Chairman 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 Bob Smytherman as Chairman is hereby authorised to sign the Directors' Report on behalf of the Board of Directors.

Robert Levene 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 at AGM**

It was reported to the meeting that the company would require an Audit for the next financial year and 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.

### **Annual General Meeting**

It was agreed that the notice of the annual general meeting be agreed at the 12 September 2012 committee meeting or by written/email communication to comply with notice periods.

NR agreed to review the proxy forms/notice documents in light of our new Articles by end of June.

## **6. Update from Admin Office**

A report had previously been distributed and this was updated

- a.) As at 23 May 2012 membership stood at 392 (compared to 376 at 4 May 2011 and 544 at the end of March 2012).
- b.) We have 13 members question outstanding of which 4 are over our target 10 days.
- c.) Second renewal reminder letters were sent with the May newsletter last week together with a separate sheet encouraging a response. We have now had about 10 cancellations two of these may re-join but they felt they could not make a decision until their AGM's in September/October.
- d.) RL negotiated with OAMPS Risk Management to include a 'Risk Management' leaflet in the May newsletter and they paid all the costs of postage for the May newsletter at £600.00.
- e.) It was reported that membership payment by BACS was 10% this year.
- f.) Admin office to note that that if any new members join as a result of 'Engage' Liverpool the joining fee can be waived.
- g.) Problem with two members (RMC and RA) at Sussex Heights discussed.

**7. Progress on plans made at 12 October 2011 meeting** – list of items had been distributed before the meeting.

- a. We should make forms available on-line as a direct benefit of membership even if we are copying some of these from other sites e.g. LEASE and ARMA. – waiting for website.
- b. We should look to produce our own guidance notes to deal with regularly asked points e.g. Insurance, Section 20 etc. – RL reported that LEASE do not have a problem with FPRA using their guidance notes as all information already in the public domain. YM, NR and RW to draw up a possible check list on things to consider when setting up a new RTM or RTE company.
- c. Proceed with a YouTube Q & A with link from website - BS, NS and YM to organise.
- d. Website to include stories from members – make an appeal in September newsletter.
- e. Present website needs complete upgrade - SG covered this in a separate report presented to the committee, which was fully reviewed and noted.
- f. It was agreed to fully investigate email distribution of the newsletter perhaps by linking an email sent out to the newsletter on the website members' area so that this could go to all Residents' Associations for the members committee or indeed further if they wished – covered in SG report.
- g. It was agreed that our renewal form for 2012/13 would be redesigned so as to capture all committee members details and email if the member is willing to disclose them – done.
- h. Look to do a regular email bulletins to members and perhaps a different (enticing) email to non-members – being looked into by the admin office during the quieter months, 'mail chimp' mentioned and agreed to use one of their sub-contractors to do this.
- i. Our membership leaflet should be completely redesigned to make it more of a 'sales document' – MW, BW, NS to revamp this urgently.

**8 AGM and Conferences** – The AGM to be organised on Wednesday 17 October 2012, Hamilton Hall near Kings Cross. Subject to NS confirming hall booking.

Admin office to draft invitation for BS to send for key speakers to Baroness Gardner, Steve O'Connell (Croydon Assembly member), Michelle Banks (ARMA) and Peter Bottomley MP. BS also suggested Lord Best.

The Worthing event to be rescheduled possibly to 16 July 2012 to cover various aspects of flat living not just fire safety.

Engage – Liverpool to be attended by NS who would take FPRA banner.

**9. Regulation of Self-Managed Blocks** – discussion of paper prepared previously by RL agreed. RL to write an item for the newsletter, which lawyers on committee would review. RW strongly pointed out difference in regulating paid managing agents and volunteer RMC directors.

**10. Newsletter dates.**

Issue 102 September 2012 – articles by 1 August 2012 will include AGM notices and accounts.

Issue 103 December 2012 – articles by 1 November 2012

Issue 104 February 2013 – articles by 6 January 2013 will include renewal reminders.

Issue 105 May 2013 – articles by 1 April 2013 will include further renewal reminders.

## **11. Dates for future meetings at Victory Services Club 5.30pm**

**Thursday 6 September 2012**

**Wednesday 17 October 2012 – AGM and Event**

**Wednesday 05 December 2012**

**Wednesday 13 February 2013**

**Wednesday 22 May 2013**

If you are not attending please let the office know.

## **12. Any Other Business**

- a. Geographic distribution of residential leaseholders flats in England – RL reported latest data as being:
  - London 39%
  - South 28%
  - East 11%
  - North 13%
  - Midlands 9%(Committee commented this was broadly as expected, other statistics put London range 35%-45%.)
- b. Meeting with Peverel at London Bridge Wednesday 20 June email to all committee to see if anyone else can attend with BS.
- c. LEASE has published a new guidance notes 'Alternative Dispute Resolution'. FPRA listed as a contact .
- d. The committee was shown several thank you notes from members. Suggested that permission sought to publish in the newsletter.
- e. Insurance RL raised a possibility of FPRA supporting a test case of insurance commissions and reported that Philip Rainey QC of Tanfield Chambers had expressed interest subject to a lot more discussion and suitable cases, and apparently Geraint Jones QC as head of chambers has recently written an article on this suggesting that insurance commission are illegal under the Bribery Act. This would have major implications for FPRA and may well alienate some of our past and present advertisers eg. Deacon and ResidentLine. RL to proceed with the idea with full support of the committee.
- f. Social networking building up the FPRA profile with BS having many followers on twitter.
- g. Awards ceremony on 24 May 2012 to be reported at the next meeting.

**The meeting closed at 8pm. Date for next meeting Thursday 6 September 2012 at 5.30pm Victory Services Club**