

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
FEDERATION OF PRIVATE RESIDENTS' ASSOCIATIONS LTD  
Held on Wednesday 21 September 2011 in the Committee Room at the  
Victory Services Club, 63-79 Seymour Street, London W2 2HF**

**Present: FPRA Committee Members:** Robert Smytherman (Chairman), Michael Derome (Hon Treasurer), Richard Williams (Deputy Chairman), Stephen Guy, Muriel Guest-Smith, Philippa Turner, Malcolm Wolpert, Robert Levene.

Legal Adviser - Nick Roberts

Hon Consultants - Nic Shulman, Chiara Gorodesky, Shula Rich.

**In Attendance:** Jacqui Abbott

**1 Apologies for Absence:** Martin Coleraine, Andrew Pridell, Ann Ellson, Leigh Shapiro and Martin Redman

**2. To approve Minutes of the Meeting held 11 May 2011** - These were approved

**3. Chairman's Report** – BS updated us on the green deal situation. NR explained the Swedish situation regarding European decision on right to a satellite dish. RL gave an update on the future of LEASE. Discussion on an amendment in the Lords to allow clamping to continue in blocks of flats.

**4. Stephen Guy's update** – Website needs work and this to be addressed at meeting to be held 12 October 2011. Currently the website has received 10756 hits between June and September. Other statistics include unique visitors – 384; number of visits – 594; visits via Google – 567. Surprisingly 79.1% of visits were between 0 – 30 seconds with 6.3% staying between 30 seconds and 2 minutes. The analysis proved very interesting.

**5. Treasurer's Report** – Report of income and expenditure to the Committee. Reserves now in Scottish Widows account. RL reported that we now have a new accountant dealing with bank reconciliations Miriam Murphy.

**6. Campaign Issues Update** – Campaign issued were reviewed and updated.

**7. Update from Admin Office**

**a.** As of 21 September 2011, membership stood at 502 paid and there was still an ongoing telephone and email chase up of outstanding renewals until next newsletter.

**b.** We have 4 members' questions outstanding. We had one member write to complain which in accordance with procedures the Chairman had dealt with. RL read-out one of a few thank you letters from our members too. SG requested thank you notes to be passed to him and AG for inclusion on the website.

**c.** JA thanked RL on behalf of the office for the wonderful new red carpet.

**8. Memorandum and Articles of Association** – NR was congratulated on the excellent work he had done on this project the proposed alterations were discussed including details of items such as association membership, quorums and proxy's and NR will now finalise these to go with the AGM notice and prepare the formal notice as well as an explanatory note for members.

**9. Dates for future meetings at Victory Services Club 6.00pm** not normal 5.30pm  
Wednesday 12 October 2011 – discuss membership only

**AGM 9 November 2011 –Carisbrooke Hall – 5.45pm event starts**  
**Everyone to arrive to help set up at 5.00pm**

Wednesday 7 December 2011

Wednesday 22 February 2012

Wednesday 23 May 2012 – **please note the change of date**

Wednesday 12 September 2012

Wednesday 07 November 2012 – AGM – Grill Room

Wednesday 05 December 2012

Plumer Room booked as cheaper than Committee Room at £95.00 with the rate being reviewed by the venue on 31 January 2012 this price is the discounted 'members rate'.

If you are not attending please let the office know.

## **10. Newsletter dates.**

Issue 98 September 2011 – to be sent out shortly including notice of meeting, 40<sup>th</sup> Anniversary Invitation, AGM minutes, Memorandum and Articles of Association, Accounts and NOTB leaflet.

Issue 99 December 2011 – articles by 14 November 2011 – including Gas Safety leaflet and Forgotten Leaseholders leaflet (may defer this to issue 100)

Issue 100 February 2012 – Centenary Issue – articles by early January please

Issue 101 May 2012 – articles by 1 April 2012

Issue 102 September 2012 – articles by 1 August 2012

## **11. 40<sup>th</sup> Year – progress on events**

Report from earlier subcommittee meeting regarding the 40<sup>th</sup> Event. A list entitled Guests to invite to the 9 November 2011 Anniversary Event was circulated and committee members were asked to email office with anyone else that should be invited.

## **12. Any Other Business**

- a. RL reported admin office had been extremely busy over the summer and BS confirmed he had been surprised by how busy the demands on the office had been during the period he had been helping out.
- b. RL raised the possibility of scanning the office files and leases at a cost of around £600.00 plus VAT and this was approved.
- c. Direct Debit for payment of membership subscription was discussed using either Easypay or Smart Debt the idea was agreed but need to be look into. Further discussion at extra meeting on 12 October 2011.
- d. It was agreed that we would try to communicate more with members via email with an opt in/opt out option to fully comply with data protection RL to investigate changes to systems necessary to achieve this.
- e. Yashmin Mistry and Shula Rich to attend LVT National User Group meeting on behalf of FPRA.

The meeting closed at 8.00pm

**Date for next meeting Wednesday 12 October 2011 at 6.00pm Victory Services Club – membership discussion**

**LIST OF EXTERNAL CONTACTS OF FPRA**

Age UK /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 – Lost touch  
Brighton and Hove Leaseholders  
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/BBP/College of Estate Management/Other Universities – Annual and updates as required  
Cuboid Media – Carolina Moreno-Evangeli  
CARLEX – limit, but continue with caution  
Department of Communities and Local Government – DCLG – Monthly or per consultations  
Digital UK – Quarterly meetings  
Disability/Department of Works and Pensions – Ad hoc  
Fuel Poverty Alliance – Ad hoc  
Financial Services Authority – FSA – and Financial Services Compensation Scheme – FSCS - campaigns  
Gas Safety Council – Ad hoc  
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  
Liverpool Leaseholders  
Manage Your Block Event  
National Council for Voluntary Organisations – NCVO – Annual update  
News on the Block  
Property Week  
Peveler – Ad hoc  
Residential Property Tribunal Service – RPTS/LVT – Bi-annual meeting  
Royal Institute of Chartered Surveyors – RICS – Ad hoc  
Department of Energy and Climate Change – campaigns and consultations  
British Property Federation BPF – Ad hoc  
Westminster City Council – Ad hoc  
Sky/Astra – Ad hoc  
British Parking Association BPA – Ad hoc  
**Advertisers in Newsletter** – As required  
Others – As required including various new contacts  
**Politicians:** DCLG: Grant Shapps, Eric Pickles, Andrew Stunnell, Greg Clark  
DECC: Chris Huhne DCMS: Jeremy Hunt, Don Foster  
Equalities: Teresa May, Lynne Featherstone, Ministry of Justice: Ken Clarke

May 2011