

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
FEDERATION OF PRIVATE RESIDENTS' ASSOCIATIONS LTD  
Held on Wednesday 7 December 2011 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), Stephen Guy, Muriel Guest-Smith, Philippa Turner, Robert Levene.  
Legal Adviser - Nick Roberts.  
Hon Consultants - Nic Shulman, Yashmin Mistry.

**In Attendance:** Amanda Gotham

**1 Apologies for Absence:** Martin Coleraine, Mike Derome, Andrew Pridell, Shula Rich, Chiara Gorodesky, Jacqui Abbott and Malcolm Wolpert.

**2. To approve Minutes of the Meeting held 12 October 2011** - These were approved

**3. To approve the Minutes of AGM meeting held on 9 November** – These were approved with minor spelling changes.

The new Memorandum/Articles are to be lodged with Companies House and NR is to provide an authoritative copy for lodging and to be held in the office and put on the website.

**4. Chairman's Report** – report circulated prior to meeting.

Just before this meeting, a meeting was held with CentreForum Researchers into improving leasehold and we would continue to assist them.

CarLex is apparently in internal dispute with LKP and BS has refused to become a non-executive director of LKP.

BS progressing Green Deal issues and the committee supported further cooperation with Sustain.

The Freedom Bill has had some positive response to our lobbying but we wait to see the results.

Two mentions of FPRA in the House of Lords – both televised.

BS and NS attended Glenda Jackson constituency event which was well attended.

The proposed Flat Living event in Bournemouth in January 2012 to be attended by BS and he now has five volunteers to help. Further events are planned in Liverpool and elsewhere during 2012.

**5. Treasurer's Report** – RL gave a report in MD's absence with updated budget for the year end 31 March 2012. This report was updated from that distributed with the agenda and included RL's estimated loss for the financial year of £5,000 in line with the decision made at the previous committee meeting to spend reserves with the modernisation of the website and systems.

It was noted that were it not for this, we would probably break even. SG hoped that the website upgrade will come in under the budget of £4,000.

**6. Update from Admin Office**

- a.) As at 7 December 2011 membership stood at 525 (compared to 496 at the previous meeting) paid.
- b.) We have 12 members question outstanding of which 4 are over our target 10 days to reply 2 of these due to waiting additional information from member.
- c.) We are currently having all members files scanned with Papershrink.
- d.) What to do with lapsed members files 3 drawers. The committee agreed after discussion, that these be destroyed but that RL would review each file first. We would return any leases held and keep any interesting items found.
- e.) The admin office wishes everyone a very Happy Christmas and New Year.

**7. Progress on plans made at 12 October meeting SG/RL** – SG's report had been distributed before the meeting and was briefing reviewed.

The main membership leaflet; it was agreed to ask a sub committee consisting of MW/NS/SG to come up with new wording for this with a target to produce this by 31 January 2012.

It was suggested that our 40<sup>th</sup> anniversary logo should continue but amended to say 'Since 1971' and that our strap line might be changed to 'supporting leaseholders since 1971'. The above subcommittee, is to look at a consistent message in all publications, website etc.

**8. Clarification of the 'FPRA' logo endorsements** – The wording of the endorsement agreed between BS and NotB was approved and was agreed that RL should write to Flat Living to institute the same wording.

The above committee was also to consider a separate but distinct logo for use by members.

## **9. Newsletter dates.**

Issue 99 December 2011 – articles by 14 November 2011 –  
Possible insert by Flat Living/Residents' Line. RL to contact them to discuss and to make certain it is commercially viable. However, this may be carried forward to the next issue.

Issue 100 February 2012 – Centenary Issue – articles by 15 January please.  
Main item will be the history being jointly produced by PT/SG. It was also agreed we would make enquiries about additional advertising for this special issue.

Issue 101 May 2012 – articles by 1 April 2012  
Issue 102 September 2012 – articles by 1 August 2012

**10. 40<sup>th</sup> Year Event and AGM debriefs** – It was felt after a lengthy discussion, that this was a very successful event with some unsatisfactory aspects, mainly being the noise and organisation on the day. This was our first event and a lot of lessons have been learnt. RL to write a short apology about the noise at the AGM, for the newsletter.

It was decided that this will become an annual event and that this could be made into a profitable event to help keep the subscription rates lower. RL emphasised that the admin office did not have the resources at present to organise this, but would of course, cooperate fully with the organisers and help where possible.

It was decided that formal proposals would be sought from:-

- a. A sub committee consisting of NS, MW and YM.
- b. Significant Events. (Who organized the 40<sup>th</sup> event.)

It was agreed that any proposals would need to be presented in writing to the 22 Feb 2012 meeting.

RL will check with RW if a specific date/deadline applies for AGM (after note 31 December 2012 decided).

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

Wednesday 22 February 2012

Wednesday 23 May 2012

Wednesday 12 September 2012 (BS cannot attend)

Wednesday 07 November 2012 – AGM provisional only pending subcommittee report

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.

### **12. Any Other Business**

- a. Direct Debit for payment of membership subscription was deferred for future year as felt too complicated to achieve this year. After further investigation the use of standing orders as an alternative was abandoned.
- b. Office closure over Christmas Thursday 22 December reopening 3 January 2012.
- c. Subscriptions for 2012/13. RL presented a summary and apologized for not providing this in advance. There was a lengthy discussion about future subs and they were agreed as follows:

Up to 25 flats increase from	£75 to £77.50
26-50	£95 to £97.50
51-100	£155 to £160
101-150	£215 to £225
151+	£255 to £275

It was agreed not to change Newsletter subscription, publications, advertisers or joining fee rates.

- d. It was agreed to invite Bernie Wales to become an honorary consultant and RL was to write but also make clear, he was not to use member information for business advantage.

The meeting closed at 8.30pm with thanks to those attending and good wishes for 2012.

**Date for next meeting Wednesday 22 February at 5.30pm  
Victory Services Club**