

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING
FEDERATION OF PRIVATE RESIDENTS' ASSOCIATIONS LTD
Held on Wednesday 13 February 2013 in the Committee Room at the
Victory Services Club, 63-79 Seymour Street, London W2 2HF**

Present: FPRA Committee Members: Bob Smytherman (Chairman), Richard Williams (Deputy Chairman), Robert Levene (Admin), Simon Haswell
Legal Adviser – Dr Nick Roberts
Hon Consultants – Yashmin Mistry, Chiara Gorodesky, Nic Shulman

1. Apologies for Absence: Martin Coleraine, Ann Ellson, Colin Cohen, Roger Trigg, Philippa Turner, Mike Derome, Bernie Wales, Shula Rich, Jacqui Abbott.
Apologies were also received belatedly from Stephen Guy, Leigh Shapiro and Peter Sutton.

2. To approve Minutes of the Meeting held 5 December 2012 - These were approved.

3. Chairman's Report – report circulated prior to meeting.

- i. We wrote to the Housing Minister 16 January 2013 BS updated us on roundtable meeting.
- ii. BS thanked:- YM for attending the ARMA roundtable
 1. PS for attending the BPA meeting
 2. SR for the ARMAQ consultation response
 3. RW for tax response re: Mansion Tax proposals
 4. Admin office for preparing brief at short notice for today's roundtable
- iii. IRPM has agreed to supply their newsletter to FPRA and vice versa (RL to email Jeff Platt to organise).
- iv. A new group is being formed called the Association of Retirement Community Operators (ARCO) BS has been invited on behalf of FPRA to attend inaugural meeting.
- v. BS opinion column in Flat Living is to be on Section 20 YM and NR to assist in drafting this.
- vi. BS reported on meeting with ARMA attended by BS/RL for FPRA and Michele Banks (CEO) and Ben Jordan (Chairman for ARMA).
 1. ARMA had agreed to make guidance notes available to FPRA members starting with their management agreements guidance once this had been update.
 2. We would aim to work together on the response to the ARHM code consultation.
 3. Articles in each other's newsletters to be done BS to draft FPRA's.
 4. ARMA to let us know number of RMC members they have.
 5. ARMA to consider and revert on a recommendation and distribution on FPRA membership information to all RMC clients of ARMA members.
 6. Failure to respond to some FPRA emails and communications was down to other pressures not deliberate.
 7. It was felt that meetings were useful and should continue. (Simon Haswell to consider whether he would be willing to be the FPRA coordinator with ARMA this was felt to be particularly useful in the light of his poor experience with Managing Agents).

4. Treasurer's Report – Summary distributed. RL reported in MD's absence that we were increasingly looking as though we will make a profit in this financial year instead of the expected small financial loss. We are currently showing a balance on current year of around £12,000 with anticipated costs still to come of £8,000 plus.

5. Section 20 – effect of Phillips and Goddard vs Francis (2012)

Thanks were expressed to NR for his briefing notes and newsletter item.

It was felt that if the £250 limit were increased this would reduce the impact.

There may be opportunities to work with other organisations to clarify the situation and application of the decision.

6. Information Pack

YM was congratulated on the excellent work she had done, it was agreed:-

1. RL to rewrite an update of the FPRA info (as per new membership leaflet) & other contacts section.
2. NR to review for legal content by 1 March 2013.
3. DC to proof read.
4. Sarah to redesign and it was decided by a majority vote to go with the blue design and not the brick design.
5. The finished document to then go to MC to get an overall view.

It was felt our present £18.00 was about the right level and this represented a small profit.

YM volunteered to review our Variation of Leases Document to see if this needed updating. Admin office to email her a copy.

7. Possible new committee members/Honorary Consultants – Ruth Appleton and Peter Cocks have withdrawn their candidatures.

Keith Edgar it was thought inappropriate to have him as a committee member/honorary consultant, but we would seek to get his help and expertise on the retirement sector and particularly ask him to help with the OFT transfer fees response and the ARHM code of practice consultation.

8. Muriel Guest-Smith – has resigned and Stephen Guy has given notice see separate item re website below. It was agreed to send Muriel a £40.00 gift token as her main gift had already been done when she left the Chairman's role (RL to organise).

9. Website Advertising - Commercialisation

This was discussed and it was decided in appropriate and would not be pursued.

10. Update from Admin Office

A report had previously been distributed and this was updated

- i. As at today the membership stands at 517 associations (approx. 30 less than at this time last year).
- ii. AGM 2012 we received £1250 from the event organisers due to the minimum guarantee whilst the sponsorship would have resulted in £987.50. In addition we received a separate £500 from News On the Block for being a media partner. NS said he was very happy with the arrangement.
- iii. Note that Sue Gawne has been added as a signatory with a Director up to a maximum of £1,000. We also have online banking access restricted to RL only.
- iv. Present Directors signatories are Bob Smytherman, Mike Derome and Robert Levene. (2 to sign over £1000) it was decided that Richard Williams would be added, admin office to organise the form.
- v. An additional banner has been purchased at a cost of £112.80.

- vi. Website updates. Admin Staff are willing to learn this new skill (with Training – Stephen has offered to help with this) we estimate this would involve an extra 2 hours per week in addition to present hours which we could do at same cost as presently paid to Stephen Guy approximately £2500.00 per annum. This has to be extra cost as already working extra hours to cope with general membership work (RLBCS absorb this and does not charge for these extra hours). We would have to buy in technical support for any complex website problems/specialist help in addition. It was also noted that when the site needed redesigning or major update we would have to buy in that expertise. John Ray who deals with our validation of backups to be used where appropriate.
- vii. Quotations for changing newsletter to full colour were reviewed as were possibly changing the paper. It was decided not to make any changes at present but in particular full colour might be appropriate for the future.
- viii. All our standard letters and emails have been passed to Roger Trigg, Peter Sutton and Simon Haswell to review with a fresh prospective, however no changes have been recommended.
- ix. We have been informed by the Royal Mail of increased prices.
- x. There were currently 6 members' questions outstanding Chiara promised to get hers up to date otherwise all were within our 10 day target although one which NR/RL had needed to work together on had previously been delayed but had now been concluded.

11. Sussex Heights Situation

It was decided that renewal invitations should be sent to both and it was recognized that both might not renew.

12. AGM/Conference 2012

NS gave a brief update on 2012 and then updated the committee on plans for 2013. See separate report from NotB events.

13. Newsletter dates.

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

Wednesday 22 May 2013 – to approve accounts if ready/arrange meeting to do so. Note neither the Chair or Deputy Chair can attend MD to be asked to Chair or if not available RL to Chair

Wednesday 25 September 2013

Thursday 7 November AGM/42nd Event 2013

Wednesday 4 December 2013 – agree subs for following year

12. Any Other Business

- i. **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.

- ii. LEASE board – discuss possibility of an FPRA committee member for public election as RL not seeking reappointment in June, BS has applied.
- iii. It was agreed we stop British Parking Assoc. meetings (Peter Sutton attended last meeting). BS to send letter resigning (RL to draft) and we have agreed with Michelle Banks who is continuing to keep us informed.
- iv. New publication 'Guide to Transferring Essential Documents when Changing Agents Simplifying the paperwork headache for self-managers'.
- v. Invitation to ALEP Spring Conference 7 March 2013. Admin office to email committee but not thought to be of particular interest.
- vi. LEASE conference 21 May 2013 admin office to email committee FPRA to have stand at evening event YM/RL together with someone from the admin office to attend plus any others.
- vii. Savoy Court RA – suggested use of their 'Equal Opportunities Policy' as one of our guides. This was agreed Ann Ellson to be asked to review.
- viii. RL advised insert in newsletter 104 from Street Club/B&Q for £700.00.
- ix. Simon Haswell offered to investigate website statistics so to optimise website searches to always get FPRA on the front page.
- x. Admin office to distribute previous minutes/new membership ideas previously tried to Simon Haswell, Roger Trigg and Peter Sutton so they would know things we had tried in the past to see if they had any new ideas or suggestions.

The meeting closed at 8.30pm.

Date for next meeting Wednesday 22 May 2013.