

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING  
FEDERATION OF PRIVATE RESIDENTS' ASSOCIATIONS LTD  
Held on Wednesday 25 September 2013 in the Committee Room at the Victory  
Services Club, 63-79 Seymour Street, London W2 2HF**

**Present: FPRA Committee Members:** Richard Williams (Deputy Chairman), Robert Levene (Admin), Philippa Turner\*, Simon Haswell, Roger Trigg, Prof Chris Adams, Susan Hayward, Jacqui Abbott (Admin)  
Legal Adviser – Dr Nick Roberts  
Hon Consultants – Yashmin Mistry, Shula Rich, Nic Shulman\*, Colin Cohen, Mary-Anne Bowring, Amanda Gourlay  
(\* denotes attended parts of meeting)

**1. Apologies for Absence:** Bob Smytherman, Martin Coleraine, Ann Ellson, Mike Derome, Bernie Wales, Chiara Gorodesky, Leigh Shapiro, Andrew Pridell, Adrian Potter, Belinda Thorpe, Gordon Whelan, Roger Hardwick, Martin Redman, Paul Masterson, Gerry Proctor (Engage Liverpool)

**2. To approve Minutes of the Meeting held 22 May 2013** - These were approved.

**3. Welcome and Update – Committee members and Honorary Consultants**

Updates noted, unfortunately Gerry Proctor from Engage Liverpool unable to attend on this occasion but will be at the AGM.

Mark Chick from Bishop and Sewell solicitors has confirmed he will be joining as an honorary consultant.

Stephen Guy has resigned from FPRA but is continuing to keep the website update for the time being.

**4. Chairman's Report** – no report as Bob Smytherman has mayoral duties Richard Williams chaired the meeting.

**5. Treasurer's Report** – Summary distributed and noted.

**6. Notice of AGM and other documents for financial year end 31<sup>st</sup> March 2013 -**

The draft notices and covering letter were amended and NR agreed to draft a covering note explaining the special resolution.

The admin office were instructed to print and distribute these, subject to confirmation by our event organiser, Michelle Banks of ARMA will be given a short speaking slot.

**7. Section 20 Notice – effect of Phillips and Goddard v Francis [2012]**

Update from Amanda Gourlay an application for leave to appeal has been lodged due to being out of time and the practicing lawyers on the committee will let the admin office know the result of that application, which is being heard on the 18 November. This will then be put on the website.

**8. Effect of Daejan v Benson Supreme Court Decision**

Amanda Gourlay to supply a 'form of order' to admin office and to be put on the website, following the court publishing this.

## **9. Association of Retirement Housing Managers - ARHM**

Meeting held earlier Robert Levene gave update and ARHM are willing to be more open and communicate with FPRA on a regular basis.

The key points were:

- ARHM to look at recommending FPRA's new information pack, which was thought by them to be excellent.
- ARHM to look at recommending RAs to all of its membership and via them, to all blocks they manage.
- ARHM to look at recommending all RAs in their blocks be members of FPRA.
- FPRA to produce articles for ARHM to send to their members and further articles for the members to include in information to the blocks they manage.
- Consider joint publicity/newspaper items.
- To look at joint training initiatives. YM put forward in conjunction with News on the Block for webinars.
- FPRA to make introductions between ARHM and News on the Block events to look at ARHM's AGM and possible regional events. Possible future FPRA participation in these.
- FPRA to make introductions to LEASE to improve advice given.
- Plan to meet in December and February to actively follow up these ideas thereafter, once trust and progress has been made on a half yearly basis.
- ARHM to provide details of their committee members and membership to improve communications.
- ARHM to give feedback on its code of practice update.

It was agreed that in future that Susan Hayward and Amanda Gourlay would take the lead with ARHM.

## **10. RICS Consultation on Service Charge Residential Management Code**

Subcommittee report from Shula Rich. Decision to distribute the consultation to all active honorary consultants and committee members for their comments as a matter of urgency as this must be submitted by 2 October 2013.

The committee thanked Shula, Bernie Wales and Roger Hardwick for all the work they've put in to this.

## **11. Office of Fair Trading Investigation into Retirement Home Transfer Fees**

OFT has offered to hold a meeting. Amanda Gourlay to draft a reply.

It was agreed that Amanda and Susan would include the OFT/Retirement Factors into their separate research as per later minutes.

## **12. Engage Liverpool**

Gerry Proctor unable to attend. Brief discussion and felt a useful contact for the future. Decision to take matters forward after the AGM where Gerry is one of the key speakers.

## **13. Ealing Leaseholders Group**

Emails from Paul O'Nolan read out, Amanda Gourlay agreed to phone Paul O'Nolan of Marathon House RTM to see how FPRA can help.

#### **14. Request from Admirals Place Management (a member) – payment for communal rubbish bins**

Lengthy discussion decision was:

1. An article should be written about this for our newsletter to find out from other members how they are affected.
2. To seek further publicity News on the Block happy to do an article with permission of member.
3. Roger Trigg would like to speak to member to see how he could help/advice regarding purchase of bins etc.

#### **15. Bramshott Residents Association – Retirements homes' transfer fees**

After discussion Nick Roberts and Amanda Gourlay to look at the possible legal route which may help further blocks being built. Yashmin Mistry to keep in touch with developments so that the admin office can act as required and is to draft a letter to the OFT.

#### **16. Events Attended or planned**

Noted – amendments made per email from Bernie Wales.

#### **17. FPRA method of dealing with consultation requests**

Full discussion – procedures proposed by the admin office adopted.  
Newsletter item to ask if any members interested in consultations and keep FPRA updated.  
Agenda item for next meeting.

#### **18. LEASE**

Amanda Gourlay to maintain relationship with LEASE as Robert Levene no longer on the board. It was agreed to dispatch the draft letter to the minister.

#### **19. Association of Residential Managing Agents - ARMA**

Update from Robert Levene from earlier meeting the key point were as follows;

- Shula Rich to represent FPRA at ARMA's conference and Michelle Banks to arrange for this to be acknowledged in the ARMA Chairman's report.
- It is too late for this year's ARMA conference but in February 2014 start planning FPRA involvement in the next conference including possibly a special leaflet from FPRA specific to ARMA members building upon the article RL wrote for the ARMA Q magazine.
- ARMA to consider use of the FPRA banner and the special leaflet at ARMA events.
- Michelle was impressed with our new information pack and we are to look at ways to promote this to ARMA members and via them to RMC's/RAs managed by ARMA members.
- Michelle Banks was invited to give a short presentation at our AGM about ARMA Q.
- It was agreed that our event organiser would be put in direct contact with ARMA to consider them taking a stand at our AGM.
- Michelle Banks advised that ARMA was updating their website and that more guidance note were now available and there would be improved links between our mutual websites.
- No progress was made on making ARMA members guidance notes available to FPRA.

- It was agreed regular communication between ARMA and FPRA should continue and FPRA would appoint a volunteer from its committee to take the lead on this and to make certain that items discussed were progressed between meetings.
- ARMA were invited to do an article for the FPRA Newsletter explaining ARMA Q.
- RL assisting ARMA by helping to judge the ARMA Q awards
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It was decided that Amanda Gourley would take the lead with ARMA aided by Bob Smytherman when he finishes his mayoral duties and other committee members as appropriate including attending the regular quarterly meeting with ARMA which was aimed to take place before the FPRA regular quarterly meetings.

## **20. ARHM**

See item no. 9 above.

## **21. Information Pack**

Good feedback on the new version of the information pack. A typo was noted and perhaps the front cover to altered to read 'Residents Associations in Blocks of Flats' when next printed. Launch to be at the AGM.  
Thanks again to all involved.

## **22. Update from Admin Office**

- a) The new reports were approved.
- h) The events report was approved.

## **23. Website**

Nic Shulman to coordinate proposal with Stephen Guy/Simon Haswell/John Ray/Admin Office.

The purpose of the website to be an Agenda item for next meeting to discuss further.

Simon Haswell gave an update on Google survey decision not to spend any more money in this area.

Susan Hayward, Amanda Gourlay, Nic Shulman and Mary-Anne Bowring are to separately review all PR and marketing including the website and may meet separately as a sub-committee to produce a report and proposals. RW asked that the new information be distributed in advance of the committee meeting to give time for consideration.

## **24. Chief Fire Officers Association**

Noted – no further action.

## **25. Sub Committee/Involved in other organisations for FPRA**

Updated list of active volunteers attached noting the new volunteers agreed at this meeting.

## **26. AGM Plans for 2013 event**

Nic Shulman gave update on plans so far and requested volunteers for the advice sessions who are: Bernie Wales, Yashmin Mistry; Nick Roberts; Shula Rich; Amanda Gourlay; Susan Hayward and Mary-Anne Bowring.

It was suggested there should be a fee of £5 to non-members on the door to encourage people to register for free in advance and enable the event organisers to know approximately how many people will be attending.

The confirmed speakers are:

Sir Peter Bottomley MP for Worthing  
Gerry Proctor MBE – Engage Liverpool  
Tim Powell – First Tier Tribunal (LVT)  
Michelle Banks – ARMA Q – to be confirmed

The event will run from 5.00pm until 9.00pm and all committee members are invited to attend.

## **27. FPRA – accreditation scheme**

To be looked into by PR/Marketing subcommittee (Amanda Gourlay, Susan Hayward, Nic Shulman and Mary-Anne Bowring). Colin Cohen expressed a particular interest in this matter.

## **28. Newsletter and Dates**

Issue 107 December 2013 – articles immediately after AGM  
Issue 108 February 2014 – articles by 6 January 2014 includes renewal notices  
Issue 109 May 2014 – articles by 12 April 2014 includes renewal reminders  
Issue 110 September 2014 – articles by 30 June 2014 include AGM notice and accounts

## **29. Dates of future meetings**

Thursday 7 November 2013 AGM/42<sup>nd</sup> Event – subject to confirmation  
Wednesday 4 December 2013 – agree subs for following year  
Wednesday February 2014 – date to be arranged  
Wednesday May 2014 – to approve accounts if ready/arrange meeting to do so – date to be arranged

The length and complexity of this agenda was discussed and RW proposed the following;

- Frequency of meetings at quarterly should continue.
- Sub-committees should meet separately and produce papers in advance for the main committee so that the main committee is making decisions without need for full explanations' and discussions.
- Items that are for information should be distributed in advance and not included in the agenda unless there is a specific request.

## **30. Any other business**

- i. ALEP autumn conference Yashmin Mistry already attending to represent FPRA as well.
- ii. Susan Hayward and Mary-Anne Bowring to look at a business plan and report to committee at next meeting.
- iii. Contact lists out of date all committee members to update their details.

**The meeting closed at 8.15pm with thanks to Richard Williams for Chairing & all those attending.**

**Date for next meeting Wednesday 4 December 2013.**

**Committee Members/Honorary Consultants to take lead and to be involved in dealing with other organisations.**

<b>Other Organisation</b>	<b>Lead Member</b>	<b>Other Members</b>
<b>ALEP</b>	<b>Yashmin Mistry</b>	<b>Robert Levene</b>
<b>ARHM</b>	<b>Susan Hayward</b>	<b>Amanda Gourlay</b>
<b>ARMA</b>	<b>Amanda Gourlay</b>	<b>Bob Smytherman</b> <b>Richard Williams</b>
<b>Engage Liverpool</b>	<b>Robert Levene</b>	
<b>Green Deal</b>	<b>Bob Smytherman</b>	
<b>LEASE</b>	<b>Amanda Gourlay</b>	<b>Bob Smytherman</b>
<b>LVT – National User Group</b>	<b>Leigh Shapiro</b>	<b>Amanda Gourlay</b> <b>Shula Rich</b>
<b>Press/TV/Media</b>	<b>Bob Smytherman</b>	
<b>RICS</b>	<b>Shula Rich</b>	<b>Bob Smytherman</b>
<b>OFT</b>	<b>Amanda Gourlay</b>	<b>Susan Hayward</b>
<b>Others?</b>		
<b>All Parliamentary Leaseholder Group</b>	<b>(If this gets established should we be campaigning?)</b>	

**Committee Members/Honorary Consultants to take lead and to be involved in dealing with other internal FPRA matters**

<b>Subject</b>	<b>Lead Member</b>	<b>Other Members</b>
<b>Newsletter Content</b>	<b>Amanda Gotham</b>	<b>Philippa Turner</b> <b>Nick Roberts</b>
<b>Website Content, Design and Optimisation</b>	<b>Stephen Guy</b>	<b>Simon Haswell</b> <b>John Ray</b>
<b>Admin Office/Liaison</b>	<b>Bob Smytherman</b>	<b>Richard Williams</b> <b>Mike Derome</b>
<b>PR and Marketing</b>	<b>Susan Hayward</b>	<b>Nic Shulman</b> <b>Amanda Gourlay</b> <b>Mary-Anne Bowring</b>

