

Styles House TRA/TMO Board Meeting

04 February 2015
TRA Meeting Room

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| Present : Tracy Stedman, Zoe Bulmer, Philippe Chery, Karen Illingworth, Louise Spencer, Sue Dellet, Barbara Sweet, Alex Tabquinho, Michael Conlan | Apologies : Richard Walsh, Dana Tabaquinho, |
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AGREED ACTION:

| NAME | TASK |
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| A) RW | Purchase laptop |
| B) TS | Pursue query regarding budget |
| C) RW and ZB | Process order for photocopier. Zoe to transfer money to Lebara Card |
| D) RW and KI | To meet regarding review of policies and procedures |
| E) SD and ZB | Minutes of sub-committee meetings to be sent to RW |
| F) RW | Sent a copy of Communications minutes to Tracy |
| G) RW | Complete 3 rd quarter return for TS |
| H) KI | Voting paper for floor covering |
| I) KI | Write to Courtland regarding drainage schedule of works |
| J) ZB | Inform resident about party request. |
| K) RW | Contact pest control regarding rat treatment |
| L) SD | Find out if people have seen an improvement since mice treatment |
| M) KI | Order mop bucket |
| N) KI | Write to squatters |

| Item | Topic | Actions |
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| 1. | Introduction and apologies: | |
| 2. | Declaration of Interest None | |
| 3. | Minutes of last Board and matters arising The minutes were agreed. A) Simple editing is acceptable, any procedural changes must be agreed with the Board. B) Recommendation made, laptop can now be purchased. C) See agenda item. D) Tim has taken some photos which he will put on a disk. Kathy would like a brief for the design of the logo. E) See agenda. F) See report. G) See report. H) PAT testing has been done. I) Dropbox has been reorganised with several folders. KI and RW are renaming documents to reflect the subject and for easy location. J) All members have been informed of the courses they are attending. RW has informed Lee Page. K) Zoe has still to do the funding applications. L) Risk register done for Finance, other sub-committee risk assessments still to be done. VAT return has been done. M) The general meeting was cancelled. N) See Agenda item. | A) RW |
| 4. | Report on Board training day – 17th January 2015 It was a productive day, especially the work done in groups. The budget was reviewed and proposals were based on spending in the previous year. The following has been agreed, or proposed: It was agreed that we would increase the Managers hours by an extra three hours per week starting from 1 February 2015 for one year, | B) TS C) RW & ZB |

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| | initially. The sub-committee budgets were agreed and this included a new budget for Communications. It was agreed that the photocopying budget should include buying a laser photocopier. The budget proposal was favourably received but Tracy has some questions she would like answered before it is Agreed. An improvement list was constructed following the group session- see attached. Rather than a sub-committee, it was agreed that the Board would prioritise the suggested improvements and allocate action to members of the Board who have a particular interest in that improvement as and when it can be implemented. | |
| 5. | Updating procedures and policies KI and RW have been reviewing all our policies and procedures. They are being edited so that terms used are consistent, the review date will now appear on all documents. TS informed that all our documents should be reviewed every two years. This is an on-going process and RW and KI will meet to ensure all required policies and procedures are up-to-date. | D) RW and KI |
| 6. | Sub Committee reports and items Social Committee No minutes of last meeting. TS explained the reason why sub-committees should produce minutes or notes. KI has produced a simple template that can be completed by hand or on computer. Finance Sub Committee Nothing to report since last meeting. Garden Sub Committee No recent meeting. HR and H&S Committee Meeting has been rearranged. Communications There will be a Newsletter coming out in the next two weeks. Any items should be sent to Philippe. Philippe and Richard to meet to discuss items. The Website is been upgraded; waiting for Tim to produce pictures and changes will be made to website. Minutes of the last meeting are with Richard has minutes of meeting; copy to be sent to Tracy too. Philippe queried budget and how this could be spent. | E) SD and ZB F) RW |
| 7. | Improvement Questionnaires Report not available. | |
| 8. | Quarterly Performance Report to LB Southwark To be completed/finished by Richard and sent to Tracy by 5 February 2015. Tracy will then monitor this on one-to-one basis and make any recommendations. Any concerns will be raised with Manager and if required, the Board. Tracy stated that Richard is producing good, thorough reports and getting them submitted on time is important. | G) RW |
| 9. | TMO Manager Report See report. If the flooring is to be done this month, we need to send out questionnaires regarding colour choices. It was agreed that we would just use the small samples to put on display. Karen to organise voting sheet. Karen explained why the complaint regarding drainage was withdrawn. There has been a further blockage and it was agreed that Karen would write to Courland to remind him that RW is waiting for information about the schedule of works; if it is not forthcoming, the complaint would be reinstated. There has been a request to use the meeting room for a children's party, this was fully discussed; the Board voted in favour of retaining the existing agreement that no personal parties be held in the meeting room. | H) KI I) KI J) ZB |
| 10. | AOB Rats have been seen in the ground and we believe they are coming from the squat; ask for traps to be re-loaded. Cleaning; some concerns regarding mopping; Sue to talk to Richard. Mice; treatment is not working; Tracy to see if there is any funding available for proofing and Sue to find out if anyone has seen an improvement. Karen | K) RW L) SD M) KI N) KI |

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| | to write to squatters regarding dog mess. | |
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Next planned meeting:

Thursday 12 March

Venue TRA Hall