

Styles House TRA/TMO Board Meeting

10th December 2015

TMO Meeting Room

Present :	Apologies :
Philippe Chery, Karen Illingworth, Richard Walsh, Zoe Bulmer, , Barbara Sweet, Alex Tabaquinho, Anna DeMarino	Michael Conlan, Cristene van Jaarsveld, Louise Spencer, Tracy Stedman

2. Declaration of interest

Richard is a TMO employee

Agree minutes

Agreed

AGREED ACTION

NAME	TASK	DATE ADDED	Update
PC	Taken, but five new ones now need taking	Dec 2015	
RW	Wrote, now at stage 2. Had a discussion with stage 2 officer today. Concern that the black rubber has disintegrated in airing cupboards.	Dec 2015	
Comms C	Cristene will come back to the board with a final version.	Oct 2015	Dec 2015
Finance C	Meeting set up for 7 th Jan, but may change depending on availability	Dec 2015	
ZB	Bin area – Philippe will lead on a meeting next week	Dec 2015	
TS	Bike parking funding	Oct 2015	Dec 2015
RW	To do - Start sign programme once logo agreed. Philippe to try one sign to show where meeting room is	Sept 2015	
ZB	Gates – write to council	Oct 2015	
RW	Will contact Vax, expecting to pay around £300, agreed by board	Dec 2015	
RW	Quote for regular maintenance of windows – Tracey has provided another company. Richard to get quotes from both	Oct 2015	
RW	Backsurge – £1300 for clean out, but £720 per visit every six months. Likely to be more expensive for a one off treatment. Need to give 60 days notice to terminate contract. Agreed to do a one off and will review to see how effective (given the extent of the problem).	Oct 2015	
RW	Richard to find quotes for redecc of TMO hall	Oct 2015	

Item	Topic	Actions
3	Minutes of last meeting: No errors raised	
5	Matters arising: New bin has come Newsletter given out Cleaner – may need to fit plugs on each floor. RW contacted Vax. Printer – PC to chase Documentation	

	<p>Two residents have not signed, so cannot be on the board.</p> <p>Performance Report PC, ZB and RW will meet to agree action plan Have started tenancy checks Noise Nuisance from bars – KI to invite Mike Tuppen to Saturday event Credit or debit card – Zoe is pursuing Broadband – Philippe is pursuing</p>	
4	Board meetings sign off - done	
6	Comms –met and discussed signage and newsletter Finance – meeting Jan Improvement committee -	
7	Improvements working group No recent meeting	
8	Performance report and chairs letter To discuss Monday morning	
9	Drainage contract Already discussed	
10	Sheds Want TMO to manage them, need to come up with a policy	
11	Christmas Arrangements Closed 17 th December 2015 to 5 th January 2016. Kwaku is here except Christmas eve Discussion about getting cleaner for this period – for Saturday Will do a bigger poster for the closure dates – KI PC to listen to messages over the period	
12	TMO Managers Report As per the report RW to speak to Stephan to better understand the leaseholder recharge as concerned it wasn't right, given that the refund to leaseholders was around £260 each Agreed to have a policy for abandoned items	
13	Meetings 2016 Agreed	
AOB	Constant fighting in one of the flats, council is aware and Richard is involved and has informed the council of the concerns about the child welfare issue. Board agreed that the chair (generally) will be the board member who Richard goes to on confidential welfare issues.	

Next planned meeting:

Nov board meeting

Minutes agreed on: _____

Signed (chair): _____