

## Styles House TRA/TMO Board Meeting

11<sup>th</sup> February 2016  
TMO Meeting Room

### 1. Apologies

<b>Present :</b>	<b>Apologies :</b>
Philippe Chery, Karen Illingworth, Zoe Bulmer, Barbara Sweet, Alex Tabaquino, Michael Conlan, Cristene van Jaarsveld, Tracy Stedman (LBS)	Richard Walsh, TMO Manager

### 2. Declaration of interest

None

### 3. Agree minutes (and 4, sign off)

Agreed

Point 3, KW meant to be KI. Stephan spelt wrong. Signed by PC

### 4. AGREED ACTION

NAME	TASK	DATE ADDED	Update
ZB	Bin area – gave an update. Suggesting spending money on paving for area next to tea shed and fitting lighting in the summer garden. We could add to the money with TRA money and replacing the shed. Was agreed to replace paving.	Feb 2016	
PC	Could everyone pick up brown paper garden waste bags from the library	Feb 2016	
Comms C	Logo sorted, PC to buy signage	Feb 2016	
Finance C	Met, but need to focus on rents. Agreed that we will use Browning to assist with rents and assist with tenancy checks if necessary. Agreed by board	Dec 2015	Feb 2016
ZB	Bin area – Philippe will lead on a meeting next week	Dec 2015	
TS	Bike parking funding – confirmed on the list, waiting for new year's funding to start	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	Karen met with Silk and Mackman re gates, Zoe to check they have the drawing Karen did. Zoe to also chase S track. PC has been getting quotes re bin area and doors, waiting to get final quotes. Meeting next week, so all to try to get quotes for then. Karen to contact Mouchel.	Feb 2016	
RW	Will contact Vax, expecting to pay around £300, agreed by board	Dec 2015	To do
RW	Quote for regular maintenance of windows – Tracey has provided another company. Richard to get quotes from both	Oct 2015	To do
RW	Backsurge – Need to get access to every flat on certain floors to do the work Need to consider providing fat recycling for the block	Oct 2015	
RW/PC/TC	Richard to find quotes for redec of TMO hall	Oct 2015	Feb 2016

	Also need to consider doing some bits of painting in the block. Proposing that we advertise internally for a painter and decorator to do some work. TC just to check we are within the regs.		
TC	Still need to get a printer, TC has been progressing	Feb 2016	

Item	Topic	Actions
<b>6</b>	<b>Sub committee report</b> Finance meeting – went ahead HR/H&S – due Comms – meeting not due	
<b>7</b>	<b>Improvement work update</b> Looking to spend £70K on project, if do all in one phase. Discussion about whether we have this figure. Board agreed, if within budget TS to check if we would be taking on maintenance if we do works to the gates Quotes from architects Will arrange an improvement working group meeting. Meeting Sunday 14 <sup>th</sup> 4pm	<b>PC</b>
<b>8</b>	Business Plan update – Finished Zoe to send to board and Tracy	<b>ZB</b>
<b>9</b>	<b>Performance highlight report</b> Procedures – KI to look at over the next two weeks and forward BP done Tenancy checks – started, needs to finish and send monthly updates Quarter 3 monitoring – RW to treat as a priority	<b>KI</b> <b>ZB</b> <b>ZB</b> <b>PC</b>
<b>10</b>	<b>Managers' report</b> See attached Agree comp amount Kwaku away for three weeks in March, Richard off next week. PC will ask Richard to use Hays, but get same cleaner for period Discussed Richard's working pattern Agreed double sided flyer to go out, do one soon and cover decorating, rubbish, bikes, paving and licencing Finance looking healthy Alex very pleased about how quick his window problem was fixed. PC to ask RW about chasing quotes for window maintenance	<b>PC/RW</b>  <b>PC</b>  <b>PC/RW</b>
<b>11</b>	<b>Meeting schedule</b> Suggesting having meetings every 8 or 12 weeks and have sub committees more regularly. Agreed every two months and every two months for sub committees. AT/PC to check laptop is working, to be used for minute taking Need to ensure all sub meetings are minuted and minutes sent out prior to the board meetings. Need to strengthen subcommittee TOR, each chair to do this. ZB to do new set of meeting dates	<b>Sub chairs</b>  <b>ZB</b>
<b>12</b>	<b>AOB</b> Karen updated on licencing review – will need to keep monitoring	
	<b>Next meeting</b> April (date tbc)	

**Next planned meeting:**

March general meeting

Minutes agreed on: \_\_\_\_\_

Signed (chair): \_\_\_\_\_