## Styles House TMO Board Meeting

## 5<sup>th</sup> July 2017 TMO Meeting Room

<b>Present :</b> Philippe Chery, Zoë Kennedy , Boyd Walters, Linda McLaughlin, Barbara Sweet,	Apologies: Michael
Alex Tabaquinto, Ursa Deniflee, Michael	
Conlan, Alex, Kathy Archibald	

## AGREED ACTION from previous meeting

NAME	TASK	
Linda	Cloud storage – Going with Microsoft. Ongoing, some problems with	
	saving. Linda to investigate, Alex T to assist	
	Asset list – to be developed including sign in and out book	
Ursa	Control procedures for petty cash	
Zoe	To arrange meeting with all bars if possible	
Linda	Closer on small gate in main block	
PW, BD	Philippe to do first aid training, Boyd to do organising an event.	
Linda	Linda reviewing SLA with Leathermarket and invite Ron Elston, repairs	
	manager for Leathermarket to next board meeting	
	Linda to redo budget headings	
	Clarify Financial procedures on pre-authorisation limits	
	Close down TRA – Linda to contact Brenchley Gardens	
Zoe	TRA - To check previous TRA minutes	
Zoe/Alex	to forward Water rates letter to Linda	
	Concern that cost has gone up significantly, Alex to speak to Eva	
Ursa/Linda	Ursa to do Budget report on reduced budget, Linda to assist. Stefan to	
	meet with Linda	
Linda	Linda to send out an overdue quarterly rent statements	

Item	Торіс	Actions
1.	Apologies: As above	All
2.	Declarations of interest: Linda works for the TMO, Alex from Southwark	All
3.	Minutes of Last Meeting: Agreed Board Meeting Minutes sign off: Done.	All
4.	Matters Arising:	All
5	Recruitment – recruited a manager. Romaine leaving at end of August	
5.	<b>Governance</b> – Financial procures, Linda to review and table for next meeting Must ensure there are minutes for all sub committees	All
	Sub committees – finance meeting, concern about use of petty cash/card, not following current policy. Need to strengthen control measures. To be discussed at	

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	next finance committee and run by auditor.	
	Asset list – need to develop one including a book for sign out.	
	Linda to prioritise reviewing the SLA with Leathermarket and improve	
	performance monitoring	
	Accounts reconciliation took place 22/6/2017	
	Auditor visited last week. Asked us to consider Sage for future use, concern about	
	using Excel and using Sage Line 50 would reduce audit costs. To be done from 1 <sup>st</sup>	
	April. Linda to provide costs. Agreed by board.	
	Need to redo budget headings	
	The board needs to consider having a vice chair. Voted Boyd.	
	TRA – Linda to contact Brenchley Gardens/ Zoe to check previous TRA minutes to	
	see if a resolution had been passed.	
	Rent statements are due, Linda having iworld training this Friday	
7.	Managers report	Philippe/Richard
	TMO Manager to monitor visitors	
	Linda will work Mon-Thurs 10am-2.30pm, will continue to put in noticeboard and	
	keep the current opening hours and offer to let people book	
	Collected 99.5% , but failed to meet reducing arrears by 10% due to arrears from	
	previous years. Arrears increased 33% compared to last year.	
	Non-compliant fire door, Alex took up with Southwark and it will be replaced.	
	Void at number 7 – Linda to do a rent waiver form for the three weeks Southwark	
	had the keys. Will be ready by Friday. Linda to speak to another TMO manager to	
	establish how to advertise it/Alex to find out.	Linda/Alex
	Linda to add extra box to managers report to show if pre and post inspected	
	Awaiting estimate for communal repairs, Linda to chase	
	Linda to ask for a regular report from Leathermarket on repairs	
	Bin chamber – waiting for a quote for a fire break and replacement of the lining	
	of the chute (may be chargeable to Southwark)	
	Linda to do a table showing type of repairs. Will discuss a UPVC contract at next	
	meeting	
	Philippe working on newsletter	
	Linda to do the invoice for Peabody from meeting in March	Linda
	Tenancy checks – done 8 and 9 are left to do. No referrals to LBS. Some future	
	appointments are booked. One referral made in previous quarter, waiting for	
	feedback from Southwark	
8.	Quarterly report – Linda covered yearly performance	Richard
9.	Fire Safety – Southwark assessing all blocks above 7 floors. Styles had FRA before	
	TMO went live. Will get a new assessment.	ALL
	Kathy queried the safety of the foam injections into the brickwork	
	Email Alex with fire safety questions	
10.	Walkabout – happening every 6-8 week. Ursa to discuss outstanding issues with	Ursa
	Linda	
11.	Hall/Meeting Room Management	Ursa
	Ursa put us on the Better Bankside website and part of loyalty card scheme	
10.	Bank Account	Philippe/Richard
	Agreed to join HSBC community account	
11.	Procurement Update	All
	Waiting to hear from Southwark on chute safety and will progress	
12.	AOB	All
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Linda to check on colour of foam in regards to fire safety. Southwark Law Centre, funding for working with people who work with developers. Ursa to invite to future meetings Mice – issue across the block Open Communities Report – Philippe provided	
TfL meeting – will invite for the meeting on the 26 <sup>th</sup> July STOMLC – meetings clashing, need to relook at dates. Alex to send to Zoe	

## Next planned meeting: 7 September 2017

Venue: Meeting Room

Minutes agreed on:

Signed (Chair):