

Styles House TMO Board Meeting

5th July 2017

TMO Meeting Room

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

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	Topic	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.	Governance – 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	

	<p>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</p> <p>TfL meeting – will invite for the meeting on the 26th July STOMLC – meetings clashing, need to relook at dates. Alex to send to Zoe</p>	
--	--	--

Next planned meeting: 7 September 2017

Venue: Meeting Room

Minutes agreed on: _____

Signed (Chair): _____