

Styles House TMO Board Meeting minutes
19 September 2018
TMO Meeting Room

Present: Boyd Walters (BW), Linda McLaughlin TMO Manager (LMcL), Barbara Sweet (BS), Mark Wraith Minute Taker (MW), Kathy Archibald (KA), Zoe Kennedy (ZK) Alethea Dougall, LBS (AD)	Apologies: Philippe Chery
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AGREED ACTION from previous meeting

NAME	TASK	Due date
Boyd/Ursa	Asset list - BW and UD to update the Asset Register.	October 2018
Linda	Consultation meeting on gates held on 25/7/18 and consultation form delivered to residents who were unable to attend.	ongoing
Linda	letter to LBS re fire safety risk report, council carrying out a review and going to cabinet in June.	On hold until end of LBS review
Ursa/Boyd	Draft leaflet for contacts in event of death.	Ongoing
Philippe/Linda	Philippe agreed to complete walkabout with Linda	COMPLETED
Zoe/Philippe	Continuance Ballot – will take place in January 2019.	January 2019
Linda	Quote received an approved. Alarm to be serviced and extended to meeting room	October 2017
Linda	Linda to look for more electrical contractors	October 2018
Linda	Shed – carry out shed survey and open waiting list to residents	October 2018
Linda	Appoint contractor to complete office testing	October 2018
Linda/Ursa	Discuss insurance implications re scaffold	October 2018
Linda	Bank account with debit card - Linda had spoken to Alex and was to put in writing to Alethea	Ongoing
Linda	Bike storage	Outstanding
Linda	Financial responsibility for repairs – Linda to ask LBS to reduce this to £500	November 2018
Board	Review Esskay cleaning contract	November 2018
Zoe/Linda	Set up GDPR subgroup	November 2018
Linda	NFTMO awards – query nomination process with LBS	COMPLETED
Linda	Shutters – Linda to raise order for improvement work,	September 2018
Linda	Discuss monthly invoicing with JMB	September 2018
Linda	Maintenance report Include graph/information on expenditure	September 2018
Linda	£50 donation Celia Hammond Trust	October 2018
Alethea	Provide details of bank TMOs use	October 2018
Linda	Consultation – discuss with LBS requirements	September 2018

2.	Declarations of interest: Linda works for the TMO	All
3.	Minutes of Last Meeting: Agreed	All

	Board Meeting Minutes sign off: Completed	
4.	Matters Arising: See agreed action table	All
5.	Governance Sub-Committees Board noted Finance & HR sub minutes. LB Southwark Monitoring report Board noted and agreed Alethea Dougall's	
6.	AGM Preparations AGM taking place on Wednesday 3 October 2018 Linda confirmed Auditor and Alethea Dougall (LBS) were attending. Agreed to purchase sandwiches and cake/ light refreshments for AGM.	BW
7	Hall Hire The Board discussed the different categories of charge to hire out the hall ie it is £6.00 for a resident to hire out the hall but £20.00 if they hired out it out for a group they were members of. Board agreed that, subject to group being approved by Styles House, that residents could hire out the hall for a lower amount. Board agreed that corporate hire of hall, even if residents were involved would be higher. The Board discussed expanding the rates to include voluntary and not for profit groups. The board discussed alcohol at art exhibitions/social events. Zoe agreed to review charges and circulate, based on discussion.	ZK
8.	Maintenance Report Linda advised Board that AE Elkins attending on 20/9 to remedy the leaks. JMB's 1 st Q invoice received but was querying a job before paying. Alarm being serviced on 26/9/18 and an additional control panel installed at entrance to hall. Internal shutter control would be completed on 26/9/18.	
9.	TMO Managers Report As per report. Confirmed 100% of tenancy checks completed. Void turned around in 28 days (previous voids 40 & 84 days) Board confirmed that they were happy to offer ASB support to Applegarth when their TMO Manager on leave; Applegarth will provide same service when Linda on leave.	
10	Fire safety Report UK Safety attending in October to assess office	
11	Walkabouts Nothing to report	
12	Report back from meetings/training Linda reported that TMOs could nominate themselves for awards at the NFTMO conference. Linda & philippe had timetabled a date for 2019 to consider a TMO nomination	LMcL/PC

13	<p>Development update</p> <p>Gate/lobby Southwark's funding on CCTV would come at a cost of £2000 per leaseholder and a running cost of £2pwk. Board agreed not to pursue this. Linda to discuss with LBS consultation requirements. Silk & Mackman will be attending to provide a quote.</p> <p>TFL and redevelopment Board agreed to attend a TfL consultation meeting concerning their redevelopment plans.</p>	<p>LMcL</p> <p>ALL</p>
14	<p>Meeting room/Arts project Nothing to report</p>	
15	<p>TRA Nothing to report</p>	
16	<p>AOB</p> <p>Celia Hammond Trust Board agreed a £50 donation to thank the Trust for its assistance with the removal of the cats.</p> <p>Bank Account Alethea to provide details of banks other TMOs use as there were problems opening one.</p>	<p>LMcL</p> <p>AD</p>

Next planned meeting: 21 November 2018 @ 7pm

Venue: Meeting Room

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Philippe Chery
Chair

Date: