

Styles House TMO Board Meeting minutes
11th September 2019
TMO Meeting Room

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

NAME	TASK	Due date
Linda	Linda to contact final ground floor occupant concerning fire resistant door mat	Sept 2019
Linda	Purchase fire door labels for each floor	COMPLETED
Linda	Look for more electrical contractors	ongoing
Linda	Shed & storage now under remit of new development	CLOSED
Linda	Bank account with debit card - put in writing to Alethea	Outstanding
Linda	Bike storage – raise as part of new development	CLOSED
Linda	Circulate LBS training courses when rcvd	COMPLETED
Linda/Zoe	TMO allowances – Linda to send out draft	September 2019
Althea	New garden waste service – signed up but not being collected. To be chased by Althea	September 2019
Zoe/Linda	Zoe to propose new policies on GDPR	November 2019
Linda	Add final amendments to approved Business Continuity Policy and circulate to Board members/ Linda to store emergency contacts on USB stick	COMPLETED
Linda/Kathy	Paint 1 SH front door. Check with Kathy colours	outstanding
Alethea	Re-check with LBS status of duct repair and cleaning of vents	Sept 2019
HR/Linda	fire safety report recommendations – revise draft policy.	November 2019
Philippe	Signage for gate with visual instructions to Joan Street	Completed
Linda	Installation of new door entry system	Completed
Linda	Write to all board members re training needs	July 2019
Linda	Contact LBS for advice on breach of quiet enjoyment	Completed
Linda	Hold parent & baby event in garden	Summer 2019
Linda	Amend Financial Standing orders to include new Board delegated authority re write offs to Board and seek LBS approval	October 2019
Ursa	Monitor Metro high interest time frame for withdrawal	Completed
Ursa/Linda	Liaise on funds for security gates	Completed
Alethea	Provide additional USB sticks	Completed
All/Linda	Commence Kitemark Scheme	September 2019
Linda	To obtain quote for lobby lights to be linked to a timer	COMPLETED
Ursa	Investigate water filter that can be plumbed in.	
Linda	Produce gate Q&A information for all residents	COMPLETED
Boyd	Approach LBS re idea for design of new development (knocking down tower)	COMPLETED

	place in the background and the police has attended on several occasions. However, there is insufficient evidence to act. Linda receives limited information. Linda to write to residents and provide a diary for evidence. Letter to out this week	LMcL
14.	AGM Four weeks to go. Board members agreed to meet after the meeting to organise refreshments etc.	ALL
15.	Development Update 1. Gate/lobby Gate is ordered. Going ahead with it being set back, to create a space for cars to park and contact residents. Agreed to put Styles House on the gate. 2. TFL and redevelopment TMI will not pay for RLO	
16.	Arts project This weekend	
17.	Tenants and Residents association Nothing	
18.	AOB Roof access request - agreed District heating review information provided Agreed that Zoe can claim cost of parking for attending conference in Brighton.	

Next planned meeting: 27th November 2019

Venue: Meeting Room

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Philippe Chery
Chair

Date: