

Styles House TRA/TMO Board Meeting

9 July 2015

TMO Meeting Room

Present : Zoe Bulmer, Michael Conlan, Cristene van Jaarsveld, Karen Illingworth (Minutes), Richard Walsh, Barbara Sweet (part)	Apologies : Philippe Chery, Alex Tabaqhino, Tracy Stedman
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AGREED ACTION:

NAME	TASK
A: RW	Write to Veolia
B: ZB	Draft letter to Cllrs Williams and Livingstone. Circulate to Board.
C: RW and ZB	Find out what the correct procedure is for the appointment of a new auditor and then search for an alternative. Zoe to assist owing to staff holidays.

Item	Topic	Actions
1.	Apologies and declaration of interest: None	
2.	Minutes of last meeting: Agreed	
3.	Matters arising: A: Heating and plumbing check – to be arranged once work is finished. B: Recruitment letter – poster done and needs checking. C: Mats – not done. D: Visit Applegarth re CCTV – deferred. E: Pest control – TS still to chase. F: Block visit by pest control – tied to E. G: Cutting grass – Nuno has possibly left England. H: Letter heading and signage – not done. I: Budget – not done. J: Next newsletter – deferred owing to holidays. K: Volunteers to take minutes – done. L: Write to Cllrs re meeting – done. M: Details of general meeting to TS – done. N: See Barbara and Louise – deferred. O: Respond to resident’s request – done and a reply has been received. Richard to draft a letter for the next Board meeting. F: (from May meeting). Waste management - Veolia will replace the current 8 bins with 6 bins of a larger size at the annexe site. Bags for garden waste can be provided and collected as and when. Richard to write and confirm what we require.	A: RW
4.	General Meeting Discussion Items The Board had an open discussion regarding the General Meeting held last month regarding possible future building developments. Notes were taken by ZB and included in a letter to Cllrs Williams and Livingstone, a copy of which will be attached to the minutes.	B: ZB
5.	AOB <ul style="list-style-type: none"> • The Auditor has given a large quote; an increase of about £2.5k and so we feel that we should look for an alternative. This was agreed. • Richard on vacation w/b 13 July until 22 July. Will work on 23 and 24 July. Board agreed to post a note saying the office is closed. Details regarding emergencies to be posted on the notice. 	C: RW, ZB

Next planned meeting:

Tuesday 11 August