

## Styles House TMO Board Meeting minutes

24 July 2019

TMO Meeting Room

<b>Present:</b> , Philippe Chery (PC), Barbara Sweet (BS), , Ursa Deniflee (UD), Boyd Walters (BW), Alethea Dougall LBS (AD) Linda McLaughlin TMO Manager (LMcL), Kathy Archbold (KA) minutes.	<b>Apologies:</b> Zoe Kennedy (ZK), Mark Wraith (MW)
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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. LMcL completed	COMPLETED
Linda	Put up information notice on ordered panel	COMPLETED
Linda	2 week consultation letter	COMPLETED
Linda	Following fire review check door mats and offer to buy fire resistant ones to 1-4. Flat 1-2 YES. Flat 3-4 to be asked	Sept 2019
Linda	Purchase fire door labels for each floor	July 2019
Linda	look for more electrical contractors	ongoing
Linda	Shed – carry out shed survey and open waiting list to residents	Sept 2019
Linda	Bank account with debit card - put in writing to Alethea	Outstanding
Linda	Bike storage – raise as part of new development	Sept 19
Linda	Circulate LBS training courses when rcvd	COMPLETED
Linda/Zoe	Ask LBS to consider effect reduction of TMO allowances has on small TMOs as part of their review of TMO Allowances	Dec 2019
Linda	Sign up to new garden waste service	COMPLETED
Zoe/Linda	Set up GDPR subgroup	On-going
Linda	Add final amendments to approved Business Continuity Policy and circulate to Board members/ store on usb stick	September 2019
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	August 2019
Philippe/Boyd	Mount projector on ceiling/wall	COMPLETED
Philippe	Signage for gate with visual instructions to Joan Street	August 2019
Linda	Installation of new door entry system	August 2019
Linda	Write to all board members re training needs	July 2019
Linda	Advice resident of babysitting expenses policy	COMPLETED
Mark	Email TMO particular trees which should be protected	COMPLETED
Linda	Contact LBS for advice on breach of quiet enjoyment	August 2019
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	September 2019
Ursa/Linda	Liaise on funds for security gates	August 2019
Alethea	Provide additional USB sticks	August 2019
All/Linda	Commence Kitemark Scheme	September 2019

Linda	To obtain quote for lobby lights to be linked to a timer	August 2019
Ursa	Investigate water filter that can be plumbed in.	September 2019
Linda	Produce gate Q&A information for all residents	August 2019
Boyd	Approach LBS re idea for design of new development (knocking down tower)	August 2019
Linda	Contact fibre optic companies re current status	September 2019

1.	<b>Declarations of interest:</b> Linda works for the TMO. Alethea works for LB Southwark	All
2.	<b>Minutes of Last Meeting:</b> Agreed <b>Board Meeting Minutes sign off:</b> Completed	All
3.	<b>Matters Arising: See agreed action table</b>	All
5.	<p><b>Governance</b></p> <p><b>Finance Sub minutes</b></p> <ol style="list-style-type: none"> <li>1. Board agreed to write off Blackfriars TA's non payment of room hire (2017) subject to payment should Peabody book a room again as per Finance Sub recommendation.</li> <li>2. Board agreed to write off employee overpayment as per Finance Sub recommendation.</li> <li>3. Board agreed to delegate authority to Finance sub to write off debts/income of £500 or less.</li> </ol> <p>Linda to amend financial standing orders and forward to LBS for comment.</p> <p>Board noted Pockit 99p per month charge.</p> <p>Ursa to monitor time frame to with transfer money from Metro high interest account to ensure TMO is covered by £85,000 guarantee.</p> <p>Ursa and Linda to liaise on funds to be available for gate project.</p> <p>Board noted rent arrears had increased following more Universal Credit claims.</p> <p><b>Business Continuity Plan</b></p> <p>Board agreed amended policy subject to inclusion of details on how this will be stored safely.</p> <p>Alethea to provide additional USB sticks.</p> <p>Linda to circulate amended policy.</p>	<p>LMcL</p> <p>UD</p> <p>UD/LMcL</p> <p>AD</p> <p>LMcL</p>
6.	<b>2019/20 Q1 Income v expenditure Report</b> Board approved report. Board noted expenditure on training and agreed budget should include monies for conferences separately from training going forward.	
7.	<b>TMO MANAGER'S REPORT</b> Board accepted report	
8.	<b>Fire safety</b>	

	Linda advised that LBS had added more items to the list of tasks to be undertaken. These involved the hall use. All tasks were outstanding as LBS had wrongly allocated them elsewhere in the database in 2017.	
9.	<p><b>Maintenance report</b></p> <p>No report as only 4 repairs raised.</p> <p>Board discussed proposal to change existing landing lights to LED fittings which would lower repair costs. Board were not satisfied that £15,000 replacement costs was value for money. Linda to investigate and obtain quote for landing lights to be placed on a timer. This should reduce use and replacement costs and save electricity whether landing</p> <p>Board agreed that there should be no spending on new items and projects above £2000 while negotiations were underway for new development.</p> <p>Internal fan – Alethea to check as still not working and the bathroom vents need to be maintained by LBS. Board agreed that water should be provided at meetings.</p> <p>Ursa to investigate water filter that could be plumed in.</p>	<p>LMcL</p> <p>AD</p> <p>UD</p>
10.	<p><b>Report back from meetings/Training</b></p> <p>Philippe reported back from the NFTMO conference in Blackpool. He advised that Zoe had also attended at a reduced cost as JMB had a spare place. TMO's 100% yes ballot vote was mentioned &amp; applauded but TMO did not win any awards.</p>	
11.	<p><b>Training plan</b></p> <p>Linda reminded Board members of the need to attend training. She had circulated training dates but had no response. All Board members to attend 1-2 sessions offered by LBS. Linda to recirculate training dates and suggestions as to what each board member should attend.</p>	LMcL
12.	<p><b>Development update</b></p> <p><b>Gate/lobby</b></p> <p>New panel ordered – new Panel will be installed on Thursday 1 August.</p> <p>Linda advised that she was waiting on a response from LBS regarding the query whether relocating the gate would interfere with the quiet enjoyment of the property.</p> <p>Linda to produce a Q&amp;A for all residents once LBS has responded</p> <p>TfL and new properties</p> <p>Board had appointed Igloo as Development Consultants.</p> <p>Boyd brought to the Board's attention a new design which would involve a larger development, knocking down the tower and moving everyone to a new property. Boyd planned to ask LBS whether this would be possible.</p> <p>Philippe reported that bars did not attend meeting to explain new development</p>	<p>LMcL</p> <p>LMcL</p> <p>PC/LMcL</p> <p>BW</p>
13.	<p><b>Meeting room/Arts project</b></p> <p>Ursa reported that gallery has been hired for 3 days in September.</p>	UD
14.	<p><b>TRA</b></p> <p>No issues</p>	
15.	<p><b>AOB</b></p> <p>Alethea provided leaflets on the resident involvement policy consultation for circulation.</p> <p><b>Fibreoptic</b></p>	

	Linda to contact companies seeking information on current status.	LMcL
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**Next planned meeting: 11 September 2019 @ 7pm**

Venue: Meeting Room

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Philippe Chery  
Chair

Date: