

## Styles House TRA/TMO Board Meeting

13 November 2014

TRA Meeting Room

<b>Present :</b> Dana Tabaquinho, Karen Illingworth, Alex Tabquinho, Sue Dellet, Philippe Chery, Tracy Steadman, Michael Conlan, Barbara Sweet	<b>Apologies :</b> Zoe Bulmer, Louise Spencer, Ursa Denuflee
---	---

### AGREED ACTION:

NAME	TASK
Karen	Forward risk assessment
Alex, Richard, Sue	Meeting 18 November 2pm
Sue	Get residents to phone council regarding mice
Richard	Check our insurance regarding events
Richard, Sue	Communicate over proposed social events
Tracy	Check Zoe wants to be TMO Liaison Officer
All	Nominate a Hero!
All	Complete questionnaire about TMOs
Tracy	Resend Lee Page's questionnaire
Tracy	Contact Richard about appliance testing contractor
Richard	Report on suggestions for spending surplus
Zoe	Contact Tracy about arrangements for Christmas and New Year
All	Complete the forms in the brown envelope

Item	Topic	Actions
1.	<b>Introduction and Apologies</b> Apologies received	
2.	<b>Declaration of Interest</b> None	
3.	<b>Minutes of Last Meeting and Matters Arising</b> Risk assessments to be completed by Chair of Sub-committees. Drains still ongoing. Floor cleaning to be done by external company. Key code not changed. Renting meeting room still needs to be sorted. Tuesday 18 November meeting at 2pm. Richard to approach Marie at Applegarth for Nunes to cover for Kwaku's holiday leave. Richard to try to get the council to respond, Sue to ask residents to phone council. <b>Minutes Agreed</b>	<b>KI</b> <b>AT</b> <b>RW</b> <b>SD</b>
4.	<b>AGM</b> No matters arising	
5.	<b>Sub-committee Reports</b> Social Committee: Kathy has resigned from the group. Bonfire night was successful regardless of the weather and problems with fireworks. Finance sub-committee: haven't had a meeting since the last one and this has been reported on. Garden committee: call a meeting asap to discuss issues regarding budget. Sue has resigned from the group. Agreed to a Finance sub-committee holding a meeting to discuss allocation of sub-committee budgets and spending. Need to decide whether web-site/communications sub-	

	committee needs to exist.	
<b>6.</b>	<b>Board Positions</b> Need to elect officers. Zoe happy to continue to be Chair – unanimous vote. Sue nominated for vice Chair – unanimous vote. Dana nomination for Secretary – unanimous vote. Karen nominated for Treasurer – unanimous vote. Check whether Zoe wants to be TMO liaison officer.	<b>TS</b>
<b>7.</b>	<b>TMI</b> Complete questionnaires sent to members. Housing Hero – 30 <sup>th</sup> November deadline for nominations. Received an award for best Newsletter by TMI team. Fire Safety questionnaire to be resent.	<b>ALL TS</b>
<b>8.</b>	<b>Questionnaires</b> Improvement – Richard to report back on next Newsletter. Raffle for filling in questionnaire to be drawn. Philippe is going to look at Ursa’s research and feed back to next meeting. Results from film club questionnaire to be presented in next meeting.	
<b>9.</b>	<b>Insurance</b> Richard highlighted the need to look at our insurance for events. Tenant insurance: following the flood last year, some residents complained against council’s insurance and on this one occasion the council has agreed – poor workmanship by Lengard. Need to let tenants know they do not have household insurance. Tracy recommends Crystal.	<b>RW</b>
<b>10.</b>	<b>Quarterly Performance Report</b> Tracy described and explained the quarterly report that will be completed by Richard. It will be scrutinised during a face-to-face meeting. Further explanation was given on other checks that can be made by the TMO team.	
<b>11.</b>	<b>TMO Manager Report</b> See report. Need contractor to do H&S and Appliance checks. Richard to report back on questionnaires regarding surplus spend.	<b>TS RW</b>
<b>13.</b>	<b>AOB</b> Opening hours for Christmas and New Year to go to Tracy. Thanks to Richard for extra hard work over the last few months. All to fill in the forms in brown wallet and return to Richard asap	<b>ZB ALL</b>

**Next planned meeting:**  
Wednesday 10 December  
Venue TRA Hall