

Styles House TMO Board Meeting minutes

30 January 2019

TMO Meeting Room

Present: , Linda McLaughlin TMO Manager (LMcL), Philippe Cheri, Barbara Sweet (BS), Mark Wraith Minute Taker, Boyd Walters (BW) Kathy Archbold (KA), Zoe Kennedy (ZK) Alethea Dougall, LBS (AD), Ursa Denefflee (UD)	Apologies: Boyd Walters (BW)
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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.	June 2019
Linda	Gate Further meeting to be held on 6/2/19 to choose contractor	6/2/19
Linda	LBS had completed its review and would inspect block to assess no / zero tolerance status.	ongoing
Zoe/Philippe	Continuance Ballot – will take place in January 2019.	COMPLETED
Linda	Write to Eva Gomez with ballot results	February 2019
Kathy/Linda	Design poster publicising ballot result	February 2019
Linda	look for more electrical contractors	ongoing
Linda	Shed – carry out shed survey and open waiting list to residents	March 2019
Linda/Ursa	Discuss insurance implications re scaffold	COMPLETED
Linda	Contact LV payroll and ask for references	February 2019
Linda	Bank account with debit card - put in writing to Alethea	Outstanding
Linda	Bike storage	Outstanding
Linda	ask LBS to reduce financial responsibility for repairs to £500	Outstanding
Board	Review Esskay cleaning contract	COMPLETED
Zoe/Linda	Set up GDPR subgroup	March 2019
Alethea	Will check if TMO can update joint tenants on IWorld	March 2019
Board	Elect Vice Chair	COMPLETED
Linda	Update Business Continuity Policy & circulate	January 2019
Alethea	Check whether duct repair had been completed/cleaning responsibility	February 2019
Philippe/Linda	Catastrophe day	COMPLETED
Alethea	Provide advice on which LED fitting can be used in communal areas	February 2019
Philippe/Linda	Ballot publicity	COMPLETED
Ursa	Open new accounts & transfer money	COMPLETED
Linda	Discuss with cleaners use of cleaning products	COMPLETED
Philippe	Clean white laptop	February 2019
Linda	Send Alethea dates of meeting	February 2019
Mark	Provide Urine neutraliser	COMPLETED
Ursa	Check whether art exhibition can be extended	February 2019
Linda	Write to JMB about increase in admin charges	COMPLETED

HR/Linda	Implement fire safety report recommendations	March 2019
Linda	Send Alethea Fire Safety report	COMPLETED
Philippe	Purchase a cheap rechargeable hoover for hall hire users	March 2019
Philippe	Clean red laptop to see if improves use	COMPLETED
Philippe/Boyd	Mount projector on ceiling/wall	March 2019

2.	Declarations of interest: Linda works for the TMO. Alethea works for LBS.	All
3.	Minutes of Last Meeting: Agreed Board Meeting Minutes sign off: Completed	All
4.	Matters Arising: See agreed action table	ALL
5.	Election of Vice Chair: Kathy proposed and Philippe seconded nomination of Boyd as Vice Chair. Meeting voted unanimously in favour.	
6.	Governance Sub-Committees Finance – noted HR – noted	
7.	Business continuity Linda to update policy & circulate.	LMcL
8	<p>Continuation ballot Ballot held and successful results.</p> <p><i>Continuing the TMO;</i></p> <ul style="list-style-type: none"> ▪ Tenants 100% in favour ▪ Leaseholders 100% in favour ▪ Total 100% in favour <p><i>Satisfied with the TMO services</i></p> <ul style="list-style-type: none"> • 94% of tenants satisfied • 100% of Leaseholders satisfied • Total 96% satisfied with services <p>▪ Turnout 82%</p> <p>Alethea congratulated the TMO Board and noted that the high turnout and 100% approval of TMO was a sign of residents' engagement and full-hearted support. Alethea advised that the other LBS Ballots since she had started had never had a 100% continuing the TMO vote.</p> <p>Board agreed to accept the result. Linda to write to LBS to advise them formally of the ballot outcome.</p> <p>Kathy to design post for Linda to put up posters once LBS advised and write formally to absent leaseholders.</p>	<p>LMcL</p> <p>KA/LMcL</p>
9.	Finance report	

	Board agreed with Finance sub Committee recommendation to use LV Payroll, subject to satisfactory references. Linda to contact them. Bank account Ursa confirmed high interest & easy access bank account opened with nationwide and money transferred.	LMcL
10	Maintenance Linda had written to JMB about their proposed increase in charges – waiting to hear back. Linda reported there was still a problem with updraft in bathroom duct. Alethea agreed to check whether repair had been completed. Alethea to check which LED lights were acceptable to LBS if TMO was to change light fittings.	AD AD
11	Managers Report Noted Linda to send a copy of report to Alethea. Alethea advised Linda to contact Sustain team if there was a problem with resident maintaining tenancy as a result of arrears.	LMcL
12	Development update Gate/lobby Linda had received 3 quotes and proposed that a separate meeting be held to go through quotes and agree which contractor to choose. Board agreed to hold meeting on Wednesday 6 March at 6.30pm. TFL and redevelopment Board discussed recent developments. Agreed to update residents.	LMcL ALL
13	Meeting room/Arts project Discussed the need for a fourth event in line with grant conditions. Ursa to check whether an extension would be possible. Will focus on hiring gallery from next year	UD
14	TRA Nothing to report	
15	AOB Rechargeable Hoover – to be purchased White laptop - clean Get the projector put on the ceiling above the door	PC PC PC/BW

Next planned meeting: 27 March 2019 @ 7pm

Venue: Meeting Room

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Philippe Chery
Chair

Date: