

## Styles House TRA/TMO

11/08/2014

TRA Hall

<b>Present :</b>	<b>Apologies :</b>
Zoe Kennedy (Chair) Karen Illingworth (Treasurer) Louise Howard-Spencer (Secretary) Sue Dellet Richard Walsh(TMO Manager) Barbara Sweet Dana Tabaquinho Alex Tabaquinho	Michael Conlan Philippe Chery (Vice Chair) Tracey Steadman (LBS)

<b>Item</b>	<b>Topic</b>	<b>Actions</b>
<b>1.</b>	<b>Introductions &amp; Apologies</b> <ul style="list-style-type: none"><li>• Introductions and Apologies made.</li></ul>	
<b>2.</b>	<b>Declaration of Interest</b> <ul style="list-style-type: none"><li>• Chair asked for any Dol, none were expressed.</li></ul>	
<b>3.</b>	<b>Minutes &amp; Matters Arising</b> <ul style="list-style-type: none"><li>• Minutes of last meeting agreed.</li><li>• Matters arising from last minutes:<ul style="list-style-type: none"><li>○ .SD feels it is impractical to expect definitive market research answers regarding the take up rate of a film club. But if TMO money is involved, market research must be carried out.</li><li>○ UD has agreed to look into the purchase of a second-hand projector for use by a film club and the TMO as a whole.</li><li>○ RW and PC were going to open a bank account for the TMO. But no bank account has been opened. KI said she will be getting a passport and therefore will now be in a position to be involved in opening one in place of PC.</li><li>○ KA's window problems have been resolved.</li><li>○ Page numbering for minutes requested in</li></ul></li></ul>	

	<p>future.</p> <ul style="list-style-type: none"> <li>○ Estate Issues i.e. smelly drains, sink blockages, back surge are still ongoing.</li> <li>○ Major works outstanding Lengard issues remain unaddressed.</li> <li>○ Outside tap and socket remain unaddressed despite months of chasing.</li> </ul>	
<p><b>4.</b></p>	<p><b>Sub Committee Reports</b></p> <ul style="list-style-type: none"> <li>● RW will write to the auditor to ask advice on sub-committee budgets. <b>RW</b></li> <li>● ZK handed out copies of the notes from the HR Sub-Committee, which met on 6 August.</li> <li>● It was decided by the sub-committee that: <ul style="list-style-type: none"> <li>○ A permanent cleaner will be recruited. The advert has been out, and a shortlist will be drawn up on Thursday. The Board voted 3 for, 3 against and 1 abstention.</li> <li>○ The HR sub-committee will also take over the H&amp;S role. The Board all voted in favour.</li> <li>○ BS will carry out a risk assessment on RW. The Board all voted in favour. <b>BS</b></li> <li>○ That all sub-committees draw up a risk register. RW will draft these. The Board all vote in favour. <b>RW</b></li> <li>○ RW will purchase an “appropriate” stepladder. ZK will pass this for payment. <b>RW</b></li> </ul> <p style="text-align: center;">** The Board all voted in favour.</p> <li>○ Although the old fridge/freezer in the TMO hall stopped leaking for a while, it has started again. ZK to purchase a new one, as previously agreed. We will ask the council to dispose of the old one. The Board all voted in favour. <b>ZK</b></li> <li>○ RW’s fixed term contract is extended for another six months. The Board all vote in favour.</li> </li></ul> <p><b>**</b> A Purchase Requisition will need to be completed and submitted to act as a paper trail. Not everyone agrees, and thinks the minutes should suffice.</p> <li>● RW will draft risk assessments. ZK suggests one overarching risk assessment broken down into sub-divisions showing the risks inherent to each sub-committee. <b>RW</b></li>	

5.	<p><b>Treasurer's Report &amp; the 2013/14 Audit</b></p> <ul style="list-style-type: none"> <li>• KI &amp; RW will discuss making non-check payments.</li> <li>• Auditor has told us it will not be possible to audit our accounts in time for a September AGM.</li> </ul>	KI, RW
6.	<p><b>AGM</b></p> <ul style="list-style-type: none"> <li>• The list of tasks was not received from TS.</li> <li>• The AGM must take place before 08 October.</li> <li>• We have no audited accounts to present at the AGM at present.</li> <li>• Noise nuisance to be added to the AGM agenda. KI to invite representatives from the Isabella Street bars.</li> <li>• LS and SD point out that LeSoCo are causing an unacceptable level; of noise nuisance also.</li> </ul>	KI
7.	<p><b>Awayday</b></p> <ul style="list-style-type: none"> <li>• This will take place on Saturday 27 September.</li> <li>• It will be a Committee meeting, and therefore we will not have the normal September meeting.</li> <li>• Not all members are able to attend on that date.</li> <li>• Everyone is comfortable with it occurring before the AGM.</li> <li>• Lee Page will attend.</li> </ul>	
8.	<p><b>Board.Issues</b></p> <ul style="list-style-type: none"> <li>• People standing down: LS, BS, DT, AT</li> <li>• Advertisement for new Board members and Secretary will appear in the next newsletter.</li> <li>• It is stated that missing 4 meetings in a row without giving apology will result in being asked to step down from the Board.</li> <li>• KI to change the code for the key safe.</li> <li>• AT &amp; RW to meet on Tuesday 12 August to talk about advertising availability of the TMO hall.</li> </ul>	RW
9.	<p><b>TMO Manager's Report</b></p> <ul style="list-style-type: none"> <li>• RW passed out copies of his report. A copy of which is attached to these minutes.</li> <li>• Unfortunately time constraints prevented a full</li> </ul>	

	<p>discussion of the report.</p> <ul style="list-style-type: none"> <li>• RW advised the Board that B&amp;G Windows are the sub-contractors for our windows, and we should go directly to them if we require a block-wide repair or ease &amp; adjustment. All window problems should be reported directly to RW.</li> </ul>	
<b>10.</b>	<p><b>Board Development</b></p> <ul style="list-style-type: none"> <li>• To be discussed at the Awayday.</li> </ul>	
<b>11.</b>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• No additional matters raised.</li> </ul>	

**Next planned meeting:**

Wednesday 10/09/2014

Venue TRA Hall