

Styles House TMO Board
Minutes of the meeting of 19th February 2014

Present :	Apologies :
Zoe Kennedy (Chair) Karen Illingworth (Treasurer) Martin Kovats (LBS) Dana Tabaquinho Alex Tabaquinho Philippe Chery Barbara Sweet Rob Williams (Interim Manager)	Maria Mckeever (TMO Manager) Tracey Stedman (LBS) Louise Howard-Spencer (Secretary)

Item	Topic	Actions
1.	<p>Last Meeting Minutes & Matters Arising</p> <ul style="list-style-type: none"> • The group confirmed that Sue and Alex have been co-opted • ZK agreed to send out the board skills form (1 for key posts and 1 generic form) • The group discussed the need for clarity on place availability for courses run by Southwark is it 4 or 5 free places in total. MK to seek clarification • ZK will chase up information on locations of sockets • RW will pick up MM action on VAT reclamation process • MK will check on any outstanding monies owed to TMO • RW will follow up with TS on model petty cash systems • ZK will present a proposal on Office opening hours • ZK will follow up on key safes • KI confirmed that she has written to Ed Donahue about valves and has e-mailed LBS re back surges • TS to be notified of any outstanding repairs with LBS and if there are any issues with passing back 	<p>ZK</p> <p>MK</p> <p>ZK</p> <p>RW</p> <p>MK</p> <p>RW/TS</p> <p>ZK</p> <p>ZK</p>
2.	<p>Staffing</p> <ul style="list-style-type: none"> • MM has resigned. RW is covering post as Interim and ZK will be meeting with 2nd placed candidate to see if this is a viable longer term solution or whether there is a need for a new recruitment process • ZK/RW will look at and review advertising if necessary • RW will concentrate on getting the basics in place and setting up processes • MK asked for clarity on the decision making around 	<p>ZK</p>

	<p>the appointments. The Board confirmed that a quorate meeting had taken place and ZK had minutes available</p> <ul style="list-style-type: none"> • The Board agreed to introduce the staff and explain the departure of MM in the next newsletter 	RW
3.	<p>Budget</p> <ul style="list-style-type: none"> • RW tabled the Manager's report • ZK tabled the draft budget provided by LBS • KI queried outstanding monies including Mobile Phone mast, last grant contribution. MK to investigate and get back to TMO • The Board discussed the options for taking over repairs liability of up to £500 or £1000. MK gave indications of the likely cost and reimbursement based on previous years • The Board agreed that it was too early in the TMO development to take on additional responsibility • MK will check for information on communal water tanks 	<p>MK</p> <p>MK</p>
4.	<p>Bank Account</p> <ul style="list-style-type: none"> • RW will contact John Ball re recommendation on bank more suitable to TMO needs • KI will explore options with Metro bank for managing the account/changing 	<p>RW</p> <p>KI</p>
5.	<p>Caretaking services</p> <ul style="list-style-type: none"> • The schedule has been agreed with Murray and KI has produced a form for him to complete • Schedule to go on notice boards • The Board discussed the longer term option of additional cleaning hours on Sun and Wed but this was deferred for later discussion when the current service had bedded in • No repairs have been reported to Murray • KI will investigate the options for buying a pressure washer and get back to the Board • The Board discussed the need to improve the bin area; PC will look at possible design solutions 	<p>KI</p> <p>PC</p>
6.	<p>Repairs</p> <ul style="list-style-type: none"> • KI has been chasing up and keeping information on outstanding repairs with LBS prior to the TMO go live • Key items identified included issues with doors and 	

	<p>windows and the thermostats</p> <ul style="list-style-type: none"> • MK mentioned that the TMO can follow progress on IWorld • Window key set is not complete. TS to be asked to follow up • RW will copy the repairs flow chart into the next newsletter. KI will arrange for A3 posters to go up • Repairs process to be presented at next general meeting 	<p>TS</p> <p>RW/KI</p>
7.	<p>Monthly Estate Walkabout</p> <ul style="list-style-type: none"> • BS explained that the only issues from the last walkabout were a light, paint on the 3rd floor and the lack of proper arrangement on some recycling items • The Board discussed the assignment of roles. BS will lead on the walkabouts with KI attending • Next walkabout will be 25th February 2013 	
8.	<p>Security and Access</p> <ul style="list-style-type: none"> • The Board discussed arrangements for ensuring access to the hall without compromising security • The Board agreed that the keybox code and the alarm code should never be given out together. The alarm code should only be held by Board members and staff • RW to bring draft protocol to next meeting 	<p>RW</p>
9.	<p>Hall & Booking</p> <ul style="list-style-type: none"> • KI is still awaiting feedback on her pricing proposals; she will recirculate to all • All to get back to KI as soon as possible • KI, BS and PC to come to next meeting with final proposal • KI informed the group of the approach by an acting group. The Board agreed to make an offer of £30 per day fee for the hall and to ask that the perform for the open garden day 	<p>KI</p> <p>All</p> <p>KI, BS, PC</p>
10.	<p>Development proposals</p> <ul style="list-style-type: none"> • The Board agreed the need for a separate meeting to discuss development proposals. ZK will arrange a suitable time and date • KI will pull together material to go out prior to the meeting • It was agreed that the aim of the meeting is to get a decision on the way forward 	<p>ZK</p> <p>KI</p>

11.	AOB <ul style="list-style-type: none">• KI asked that people follow up on the e-mail she had sent with regard to the 8 storey Southwark College building. The e mail needs to be forwarded on• ZK will revise the future meeting schedule <p>The following items were deferred to the next meeting:</p> <ul style="list-style-type: none">• Key safe• Board member's training• Future communal benefits as a TMO• Open garden weekend plan	ALL ZK
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Next planned meeting:
Wednesday 19 March 2014