

Styles House TRA/TMO Board Meeting

12 March 2015
TRA Meeting Room

Present :	Apologies :
Philippe, Sue, Richard, Barbara, Michael, Karen	Zoe, Tracy, Louise, Alex

AGREED ACTION:

NAME	TASK
A Richard	Communicate with Tracy regarding the budget
B Richard	Follow-up drain survey and related works
C Zoe	Set up a recruitment campaign for Board members
D All Board	Find a logo and send it to Philippe
E Richard	Amend Social committee ToR to include spending limits
F Zoe	Set up a Lebara card for sub-committee use
G RW, KI, ZB	Agreed date for Finance committee meeting
H KI	Write gardening sub-committee ToR
I Richard	Print copy of results of questionnaire for Sue
J Zoe	Arrange additional Board meeting to discuss DevSec. Set up joint meeting with council.
K Philippe, Michael	Attend Balfour Beatty meeting at LeSoCo
L Karen	Advertise Balfour Beatty meeting on SE1Forum, write regarding poor leafletting
M Karen, Richard	Work on updating policies
N Richard	Inform residents about dates for flooring works
O Philippe	Talk to Joe about windows
P Zoe	Write Chairs report for Newsletter
Q Richard	Write Managers report for Newsletter
R Richard	Write short article for newsletter; no bread on lawn because of rats
S Richard	Email whoever is on the list to go to the next ITDS training day

Item	Topic	Actions
1.	Introduction and apologies: Meeting Chaired by Philippe.	
2.	Declaration of Interest: None	
3.	Minutes of last Board Meeting: Minutes agreed. A) Laptop bought. B) Richard needs to communicate with Tracy regarding query on the Budget. C) Photocopier still to be purchased. D) Karen and Richard still to meet regarding policy documents. E and F) Some minutes for some sub-committees are completed and sent to Tracy. Awaiting Social club minutes. G) Third quarter return to TS still outstanding. H) Voting paper for floor cover done and voting taken place. I) Courtland contacted regarding schedule of work for drain survey; need follow up. J) Resident informed about party request. K) Pest control contacted on a number of occasions. L) Survey residents regarding mice not done. M) Mop bucket purchased. N) Squatters spoken to regarding dog mess.	A: RW B: RW
4.	Secretary Role: Secretary has resigned from the role, the Board and the Finance committee. Discussions have taken place between the Chair and the Manager. No volunteer	C: ZB

	came forward from the members present. The Chair needs to organise a recruitment drive within the Board, sub-committees, and outside.	
5.	Matters Arising: We have a draft design for a Logo which was distributed and some discussion followed about the style and colour. A suggestion was made that a small selection of logos be circulated prior to the next Board meeting for consideration at the meeting. Each Board member to circulate one logo that they like.	D: All
6.	Sub Committee Reports and items: Social Committee – including ToR. ToR presented and discussed. Needs to include information about spending limits. Document to be circulated before the next meeting for signing off at the meeting. The issue of the Lebara card was raised. This needs to be arranged. Minutes of last meeting held in February to be circulated. Finance Sub Committee ToR: Presented agreed to circulate for consideration prior to the next meeting. The finance committee needs to hold a meeting before April; date to be agreed. Garden Sub Committee ToR: Still to be done. HR and H+S Committee – including ToR: To be circulated for consideration. Communications ToR: to be circulated for consideration prior to next meeting.	E: RW F: ZB G: KI, RW, ZB H: KI
7.	Budget 2015-2016: The council has sent out the budget for next year which will be discussed at the next Finance committee meeting. For information regarding the 2014-15 budget see the Manager's report.	
8.	Improvement Questionnaires: Presented to group; results available in dropbox. Request for printed copies from Sue.	I: RW
9.	TMO response to proposed development on Algarve House and Southwark Tube Station: The Chair has proposed that the Board meets with the council regeneration and housing department to discuss this. There was some discussion about whether we should meet with the developers first so we can see what they have in mind. A Board meeting, to agree a strategy, is required at the earliest opportunity prior to any meeting with the council.	J: ZB
10.	LeSoCo Lights: Noted that Balfour Beatty has called a meeting next Wednesday. Philippe and Michael to attend and discuss the lights and noise. KI to email about the distribution of the leaflets. KI to post notice of the meeting on SE1Forum.	K: PC and MC L: KI
11.	Updating Procedures and Policies: Ongoing.	M: KI and RW
12.	TMO Manager's Report: See report. Since the report was written, the electricity point has stopped working again, it could be that there is a sequence to follow when resetting it. Flooring to be done w/b 22 March; Richard to inform tenants the week the flooring is done so they are aware the ground floor might be out of action. New tenant may be moving in to flat number one w/b 22 March; may need to re-arrange owing to re-flooring.	N: RW
13.	Windows: Some of the windows are very dirty and there was a discussion as to whether we could ask a resident, who is a window cleaner, to offer a service to residents for a	O: PC

	fee. It was agreed that we would also ask if he would be prepared to do the communal external windows on a voluntary basis. Failing this, we might put this out to tender. Noted that someone would need to check that the supports on the roof are suitable for abseiling.	
14.	<p>AOB:</p> <ul style="list-style-type: none"> • The Chair needs to write an introduction to the Newsletter. • The manager needs to write an article for the newsletter. • Someone is putting bread on the lawn and this needs to stop as it encourages mice and rats. • The next In the Driving Seat training day is 28 March. 	<p>P: ZB Q: RW R: RW S: RW</p>

Next planned meeting:

Wednesday 8 April
Venue TRA Hall