

Styles House TMO Board Meeting

15th June 2016

TMO Meeting Room

Present : Tracy Stedman, Barbara Sweet, Michael Conlan, Philippe Chery, Richard Walsh, Cristene van Jaarsveld, Zoe Kennedy, Alex Tabaquinto	Apologies : Karen Illingworth
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AGREED ACTION:

NAME	TASK	
TS	Chase bike park funding – speak to James on Monday CvJ has ordered a wall mount to be trialled	
KG PC RW	Choose Vax – need to put £500 on Lebara card, RW and PC to choose	
RW	Chase drain clearance. Need everyone in on the 1 st , 4 th and 10 th , Richard to write to residents to ask to be in.	
TS	Chase printer	
RW	Book NFTMO – MC and ZB to attend	
ZB	Investigation of the heating system – Secretary to write to Paul Gathercole	
RW	Tenancy checks to TS RW to provide monthly update and design a spreadsheet	
PC	Circulate business plan	
ZB, PC, RW	Bin area (now paving area near the tea-shed) – meeting agreed with plan, PC and ZB meeting James from Southwark on Monday at 3pm onsite.	
PC/CvJ	Logo/signage – CvJ to send to PC	
RW	Hard drive – will purchase one	
PC	Quote for office redecoration – Leathermarket don't seem keen, will get a new quote. Board agreed to look into a volunteer day	
RW	Printer – Need some cable fitted. RW to contact Virgin/Capita will contact PC or RW	

Item	Topic	Actions
1.	Apologies: KI	
2.	Declarations of interest: None	
3.	Minutes of Last Meeting: Agreed	
4.	Board Meeting Minutes sign off: Done	
5.	Matters Arising; Bin area – now part of the bigger front door/gate job Window maintenance – agreed to use Pearsons for future works (who are also local). Will work on invoice basis. Bike parking funding: TS to chase up.	TS KI, PC, RW RW

6.	<p>Improvement works</p> <p>The contract is likely to be £45K.</p> <p>The plan is to move the car and pedestrian gate forward, four meters. It will have a special lock so need to lock the gate to get key back.</p> <p>Keys will be £45, residents to pay if want one.</p> <p>Pedestrian gate to have same fob access as now and intercom system, then person would buzz again to get in.</p> <p>The two red doors will be moved, one door to be fitted with ramp and rail.</p> <p>Will have fob access to the stairs and main entrance will have intercom access.</p> <p>PC to send spec to board</p> <p>Got three quotes, not exactly the same but similar. Silk and Mackman were considered the best.</p> <p>PC to ask S&M to send a picture and we will send an update to all residents.</p> <p>RW to do a procurement report by 24th May</p>	<p>PC RW</p>
7.	<p>Business Plan</p> <p>CvJ, PC, and RW to meet on 8th July at 8.30am-10am to update with an aim to produce final version</p>	<p>CvJ, PC, RW</p>
8.	<p>Sub-committee reports</p> <p>Finance</p> <p>Met and minutes sent</p> <p>Agreed that sub minutes will go on website, RW to send to AT, from April 2016</p>	
9.	<p>Complaint</p> <p>Committee were reminded about their responsibilities as board members and the code of conduct</p>	
	<p>Bank Account</p> <p>Agreed to change to Co-op bank and open current and savings account. Current signatories to stay, will review after AGM.</p> <p>Agreed to get a debit card.</p>	
10.	<p>Allotment lease</p> <p>Agreed to put in name TMO and CvJ to speak to Ursa.</p>	
11.	<p>Resident complaint</p> <p>RW detailed the complaint received</p>	
12.	<p>Agreeing policies and procedures</p> <p>Equal opportunities policies agreed</p>	<p>PC</p>
13.	<p>Quarterly performance</p> <p>Rent collection greatly improved and on target by end of Q4.</p> <p>Expenditure on target</p> <p>Repairs RFT – having trouble with Elkins and have mixed performance for year.</p> <p>Got credit back from contractor for problems</p> <p>Not doing 20% pre and post inspections on all repairs. These is around 2 a month for us. Not doing satisfaction surveys for repairs</p> <p>Estate inspections</p>	
14.	<p>Manager's report</p> <p>Phone message needs updating, RW to write message, PC to record</p>	<p>RW, PC</p>
15.	<p>Redevelopment</p> <p>Workshop on Tuesday 6pm @ Platform</p>	
14.	<p>AOB: Zoe to arrange purchase of projector</p>	
13.	<p>Meetings 2016: Next Board meeting is 15 June 2016</p>	

Next planned meeting:
Board 10 August 2016
Venue: Meeting Room