

Styles House TMO Board Meeting minutes  
29 May 2019  
TMO Meeting Room

<b>Present:</b> , Linda McLaughlin TMO Manager (LMcL), Philippe Chery (PC), Barbara Sweet (BS), Zoe Kennedy (ZK), Ursa Deniflee (UD), Mark Wraith (MW)	<b>Apologies:</b> Boyd Walters (BW) Alethea Dougall LBS (AD)
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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.	Sept 2019
Linda	Put up information notice on ordered panel	June 2019
Linda	2 week consultation letter	June 2019
Linda	Following fire review check door mats and offer to buy fire resistant ones. Offer 1-4.	July 2019
Linda	Purchase fire door labels for each floor	July 2019
Linda	look for more electrical contractors	ongoing
Linda	Shed – carry out shed survey and open waiting list to residents	July 2019
Linda	Bank account with debit card - put in writing to Alethea	Outstanding
Linda	Bike storage	Outstanding
Linda	Circulate LBS training courses when rcvd	June 2019
Linda/Zoe	Ask LBS to consider effect reduction of TMO allowances has on small TMOs as part of their review of TMO Allowances	Dec 2019
Linda	Sign up to new garden waste service	June 2019
Zoe/Linda	Set up GDPR subgroup	July 2019
Linda	Business Continuity Policy & add amendments to revised policy	July 2019
Linda/Kathy	Paint 1 SH front door. Check with Kathy colours	July 2019
Alethea	Re-check with LBS status of duct repair and cleaning of vents	July 2019
Alethea	Provide advice on which LED fitting can be used in communal areas	COMPLETED
HR/Linda	fire safety report recommendations – revise draft policy	August 2019
Philippe	Purchase a cheap rechargeable hoover for hall hire users	COMPLETED
Philippe/Boyd	Mount projector on ceiling/wall	July 2019
Linda	Review signage of front gate	COMPLETED
Linda	Write to JMB – admin charge to be considered on a case by case basis.	COMPLETED
Philippe	Signage for gate with visual instructions to Joan Street	August 2019
Linda	Write to all board members re training needs	July 2019
Linda	Advice resident of babysitting expenses policy	June 2019
Mark	Email TMO particular trees which should be protected	June 2019
Linda	Hold parent & baby event in garden	Summer 2019

1.	<b>Declarations of interest:</b> Linda works for the TMO.	<b>All</b>
2.	<b>Minutes of Last Meeting:</b> Agreed <b>Board Meeting Minutes sign off:</b> Completed	<b>All</b>

<b>3.</b>	<b>Matters Arising: See agreed action table</b>	<b>All</b>
<b>5.</b>	<p><b>Governance</b></p> <p>Finance Sub minutes</p> <p>Discussed Metro bank status –majority of income/savings in Nationwide. Ursa had started 100 days period to withdraw money – Ursa to monitor timeframe.</p> <p>Board asked why Nationwide savings were sent to Metro – Ursa to check Business Continuity Plan - held over to next meeting</p> <p>Board approved draft tendering rules subject to approval by LBS.</p> <p>Mark advised that he had considerable outside commitments which would prevent him attending meeting over next couple of months. Confirmed that there were 2 meetings over next 4 months. Mark to review at AGM and decide whether he could still commit to the Board.</p>	<p><b>UD</b></p> <p><b>UD</b></p> <p><b>LMcL</b></p> <p><b>LMcL</b></p> <p><b>MW</b></p>
<b>6.</b>	<p><b>YEAR END 18/19</b></p> <ul style="list-style-type: none"> <li>• Income greater than predicted due to week long hire by costumers</li> <li>• Employment costs were lower as cleaner retired</li> <li>• Cleaning costs have increased significantly as it now includes cleaning contractor</li> <li>• Employee costs did not include pay increase</li> </ul> <p>Year end report agreed by Board</p>	
<b>7.</b>	<p><b>TMO kitemark</b></p> <p>Kitemark scheme is free to NFTMO members. However, from 2020 there will be a charge. Agreed to commence kitemark scheme in Autumn.</p>	<b>LMcL/PC</b>
<b>8.</b>	<p><b>Quarterly performance report</b></p> <p>Q4 report reviewed</p> <p>Concern about persistent arrears from a particular case. Will refer to the council next time it reaches six weeks.</p>	
<b>9.</b>	<p><b>Managers' report</b></p> <p>Reviewed</p> <p>Philippe to order signage for gates</p>	<b>PC</b>
<b>10.</b>	<p><b>Fire safety</b></p> <p>Council finished review. Are looking at zero tolerance versus managed tolerance on an individual basis. Doormats cannot be AstroTurf or carpet. Cat flaps and doormats must be fire resistant</p> <p>Agreed to buy doormats for those who need them replaced. Will start with the ground floor. No gates need to be removed at present until LBS offer to replace 5 gate with new security doors.</p> <p>Purchase label for fire doors on every floor</p>	<p><b>LMcL</b></p> <p><b>LMcL</b></p>
<b>11.</b>	<p><b>Maintenance report</b></p> <p>No report as only 4 repairs raised.</p> <p>JMB had agreed to maintain Styles House charge at 20% including voids. However, if Kelly or Ron had to get involved would increase admin charge to 40% for that individual repair.</p> <p>Internal fan – Alethea to check as still not working and the bathroom vents need to be maintained by LBS.</p>	<p><b>LMcL</b></p> <p><b>AD</b></p>

<b>12.</b>	<b>Report back from meetings/Training</b> Philippe attended fund raising and emergency first aid. Linda had attended Excel.	
<b>13.</b>	<b>Training plan</b> Waiting on council to provide list of training courses. Linda to circulate when received.	<b>LMcL</b>
<b>14.</b>	<b>Development update</b> <b>Gate/lobby</b> New panel ordered – Linda to do a notice Linda has a letter to send out on gate – giving two weeks to come back. Philippe and Linda meeting fortnightly and Linda to commit two hours a week on it  Development – meeting on the 6 <sup>th</sup> and sorting TMO tenancy  Mark brought to the meeting’s attention the impact the development could have on the estate trees. Mark to identify trees for Board and email to TMO.	<b>LMcL</b> <b>LMcL</b> <b>PC/LMcL</b>  <b>ALL</b> <b>MW</b>
<b>15.</b>	<b>Meeting room/Arts project</b> Extended grant to May, Ursa to approach college for exhibitors. Agreed that there would be a budget of £35 to put towards Finding your Styles show.	<b>UD</b>
<b>16.</b>	<b>Fibreoptic</b> All work had stopped. Philippe reported that he had been advised by companies that work was on hold as TMO objected. Linda to contact companies to proceed with work.	<b>LMcL</b>
<b>17.</b>	<b>TRA</b> No issues	
<b>19.</b>	<b>AOB</b> Bin not being emptied. Linda had meeting with Manager who agreed LBS would empty. Council is changing how it collects garden waste and will be chargeable. #120 a year for the year. Agreed. Agreed to paint 1 SH front door – Kathy to provide colour/LMcL to pass details of colours choices for 54. Linda to arrange a parent and child event, agreed small budget for this, #20	<b>PC</b>  <b>KA/LMcL</b>  <b>LMcL</b>

**Next planned meeting: 24 July 2019 @ 7pm**

Venue: Meeting Room

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Philippe Chery  
Chair

Date: