

Styles House TRA/TMO Board Meeting

9th September 2015

TRA Meeting Room

Present :	Apologies :
Philippe Chery, Karen Illingworth, Richard Walsh, Barbara Sweet, Zoe Bulmer,	Cristene van Jaarsvelt, Alex Tabarquinho, Louise Spencer, Michael Conlon, Tracy Stedman

AGREED ACTION

	NAME	TASK
A	RW	Deferred action: Write to Viola regarding new bin, garden waste bags and blue bin for small block
B	RW	Deferred action: Arrange plumbing check once OCO have finished replacing the valves
C	TS	Deferred action: Enquire about a follow up visit regarding mice
D	PC, CvJ	Discuss minor changes to logo
E	Finance C	Draft the budget
F	PC, AT	Gather items for September Newsletter
G	RW, KI	Sign off letter to resident regarding his request
H	PC	Get some information and quotes for replacing main entrance door to tall block
I	RW	Forward emails regarding entrance doors that KI sent
J	CvJ	Get information and quotes for replacing main path towards TMO building
K	ZB	Chase up work to be done around the waste disposal area
L	RW	Write letter of complaint regarding recurring leak from flat 22
M	KI	Prepare Contract of Employment for Richard
N	TA	Enquire about parking pod for bikes, and/or garage rental
O	ZB	Deferred item: Prepare letter to Livingstone and Williams
P	RW	Start sign programme
Q	PC	Research front doors
R	RW	Leaks – raise compensation, redecoration and fire safety with LBS
S	TC	Cycle storage: Is it possible to put a cycle storage box on site? Tracy to enquire about possibility.
T	ZB	Business plan – will ask Susy Lloyd to write this Workplan – is currently a workplan, but will review
U	RW	Poster to deter residents letting people into the block

AGREED ACTION for AGM prep

	NAME	TASK
A:	RW	Write up improvement suggestion
B:	BS	Food
C:	PC	Posters
D:	RW	To ask auditor to attend meeting
E:	KI	To do TRA accounts

Item	Topic	Actions
1.	Apologies and declaration of interest: None	
2.	Minutes of last meeting: Agreed Signing	
3.	Matters arising: CCTV – Philippe visited Applegarth House and viewed their system. It is old and quite expensive to run, £2K a year. They do not really use it as there is very little demand for the footage, only asked for once. The system comes on when someone walks up to the door. Grass cutting – Karen put on SE1 forum, but no contact from anyone interested. Signage – Will start a replacement/addition programme now logo agreed.	
4.	Improvements Decided that the TMO needs to contract the improvement works out as one job, as it will be better value and will get an integrated design. We will start work on the door project, PC will research doors and we should all look at new blocks in the local area to get an idea of styles and types available.	
5.	AGM preparation RW to write up a suggestion about what we want to do on improvements, put on back of agenda so we can discuss. Aim to set up a working group for improvements from AGM, which will report to the board (probably via RW, depending on membership. Working group must have at least one board member though, given the amount being spent). RW confirmed that audited accounts will be ready for AGM. KI to do TRA accounts. BS to do food and buy juice, budget around £35. PC to put up posters shortly before. Audit progress – meeting due for Thursday, RW to ask auditor to attend meeting.	
6.	Sub Committee Reports and items: Finance Sub Committee – meeting due next week, to agree audited accounts prior to AGM Garden Sub Committee – meeting due on 28 September HR and H&S Committee – Meeting yesterday, minutes to follow Communications – need to keep minutes up to date on website	
7.	Budget 2015/16: See Manager's report	
8.	Ongoing Leaks: RW to write and request compensation and redecoration for those affected. RW to pick up on fire safety aspect, as the leaks has affected the compartmentalisation of the airing cupboards.	RW
9.	Quarterly Report and Highlights Report: RW to prioritise the action plan RW to set up a log of tenancy checks completed Doing rent arrears to be a key priority for the TMO, along with completing the quarterly report on time. Policies – BW to lead on ensuring all policies are brought to the board Business plan – will ask Susy Lloyd to write this Training – consider sending someone to NFTMO conference	RW BS All

	Workplan – is currently a workplan, but will review	
10.	TMO Manager’s Report: See report.	
AOB	Rough sleepers – RW to do a more hard hitting poster. St Mungos came in to see Richard today Safer neighbourhood panel – BW to find date and attend	RW BS

Next planned meeting:
AGM

Minutes agreed on: _____

Signed (chair): _____