

Styles House TMO Board Meeting minutes

6th October 2023

Zoom

Present: [REDACTED]	Apologies: [REDACTED] (LBS)
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AGREED ACTION from previous meeting.

NAME	TASK	Due date
Manager	Produce Repairs & tenant v TMO responsibility leaflet	September 2023
Manager	Buy lock for the roof ladder	
[REDACTED]	If cannot be removed Board to discuss painting affected wall on roof to match existing brickwork.	Ongoing
Manager	Check all of the stopcocks in every flat and get repaired. Need to give 14 days' notice to council to turn off, then write to tenants, get a plumber on site to do all in a day. Do a survey first of residents.	Autumn 2023
Manager	Commence tenancy checks. To be completed March 2024	March 2024
Manager	AGM preparations	By AGM
Manager	Contact none attendees and ask if they want to be on the board	Completed
[REDACTED]	Update lift in poster with right phone number	Completed
All	Move to new office	Completed
Manager	Write to residents about rubbish in communal hallways – will send a follow up letter as still an issue	
	TMO to organise future evening meetings to provide a forum to discuss the major work, notices to be put through doors	Completed
Manager	Investigate inside housing membership	Completed
Manager	[REDACTED] to ask about hoarding decorations	To be done
Manager	AGM tasks	For AGM
Manager	Continuation ballet – check timescales	September 2023
Manager	Email Council re void flat	September 2023
Manager	Ask [REDACTED] at Igloo re wider community meeting	September 2023
[REDACTED]	Research items for dog space and propose a budget for agreement	September 2023
Manager	[REDACTED] to ask on gardeners whatsapp group re charger	September 2023
Manager	[REDACTED] to ask gardener to do weeding	September 2023

Manager	██████ had no response to her communication with ██████ about servicing individual flats heating equipment. — ██████ did email about this in early July to try to reopen, also received no response.	Suspended
Manager	Take on new cleaning contract – giving notice on Monday	Completed
██████	Look into sensor lighting — do one floor. ██████ got a quote from Elkins, £1000 per floor. Get quote for flooring. Discuss at AGM for a decision about priority.	Suspended
Manager	LBS LED light quote — clarify quote with ██████ as it does not include cheaper option suggested by contractor.	Suspended
██████	Investigate Consultant to facilitate strategy meeting	POSTPONED
Board	Agree date for Strategy and succession planning meeting	POSTPONED
Manager	Look for more electrical contractors	SUSPENDED
██████	Purchase dial in facility if unable to attend meeting	SUSPENDED
██████	Investigate purchase of full version of Office 365	SUSPENDED
██████	Purchase wireless mirror dongle	SUSPENDED

2.	Declarations of interest: None.	
3.	Minutes of Last Meeting: Agreed	
4.	Matters Arising: SEE ABOVE ACTION TABLE	
5.	AGM ██████ needs to sign and ██████ to do a form Raffle prizes – agreed Amazon vouchers, £10, £25 and £50 Standard agenda Auditors been in and are doing accounts and will attend the meeting Chair to cover review in chair report TMI team not attending as short staffed Agreed a budget to buy chocolate or similar for those who attend Agenda to be done and sent out	██████
6.	TMO performance report See report and Q1 summary	██████
7.	Development Awaiting the council to come back on void flat, so can't progress ground floor work Awaiting phase 2 detailed spec back	

	<p>Raise with [REDACTED] about holding a wider community meeting</p> <ul style="list-style-type: none"> • Garden Project • Agree budget to buy garden hoses • Would like to add some logs to the dog area to make it more interesting, [REDACTED] to bring a proposal to the board to agree a budget. • Decant update 	
8.	<p>Tenants and Residents Association</p> <p>[REDACTED] to discuss with [REDACTED] accessing funds in account</p>	[REDACTED]
9.	<p>AOB</p> <p>Gardeners came today and can't find charger for lawnmower. Was in the greenhouse. Has anyone seen it? [REDACTED] to put a message on the garden whatsapp to ask</p> <p>[REDACTED] would like to ask Gardener to do weeding - agreed</p>	[REDACTED] [REDACTED]
10	<p>Date of Next Meeting</p> <p>22/11/2023</p>	