

Styles House TRA/TMO Board Meeting

8th October 2015

TRA Meeting Room

Present :	Apologies :
Philippe Chery, Karen Illingworth, Richard Walsh, Zoe Bulmer, Cristene van Jaarsveld	Barbara Sweet, Alex Tabaquinho, Louise Spencer, Michael Conlan, Tracy Stedman

AGREED ACTION

NAME	TASK	DATE ADDED
RW	Richard to buy a new paladin bin	Oct 2015
PC	Collect garden waste bags from library – around 30 to 40 if possible	Oct 2015
RW	Will write to Brian Davies (stage 2) to ensure all the issues from the complaint are answered (listed), will circulate before sending.	Oct 2015
Comms C	Review where logo should be used, meeting on Friday 16 th Oct.	Oct 2015
Finance C	Deferred item - Draft the budget	Sept 2015
PC, AT	Gather items for next Newsletter	Sept 2015
RW, KI	Still to do - Sign off letter to resident regarding his request	Aug 2015
ZB	Still to do - Chase up work to be done around the waste disposal area	Sept 2015
KI	Organise meeting with fire safety officer for door and bike parking	Oct 2015
TA	Need feedback on - Enquire about parking pod for bikes, and/or garage rental	Aug 2015
RW	To do - Start sign programme once logo agreed	Sept 2015
ZB	Business plan – 7 th Nov, will write to everyone	Oct 2015
ZB	Gates – write to council	Oct 2015
PC	Will find out about Coopers Close door entry system	Oct 2015
KI	Investigate floor cleaners	Oct 2015
RW	Write to Lee Page about rent statements	Oct 2015
RW	Quote for windows	Oct 2015
RW	Backsurge – write a complaint	Oct 2015
RW	Richard to find quotes for redec of TMO hall	Oct 2015

Item	Topic	Actions
2/3	Apologies and declaration of interest: As above, None	
4	Minutes of last meeting: M and J are on in error. Corrected spelling of Cristene's name and other small errors.	
5	Matters arising: Richard wrote to Veolia, all bins in small block changed, including new recycling bins. Can have an ad-hoc garden waste collection, as long as we use their bags (available from the library). Philippe to collect the bags, Richard to phone when we want a collection. Paladin bin – Richard to buy a replacement bin Leak – emailed by Brian Davies from complaints, attached a copy of the order to OCO. They believe the works are finished (valves). Still need other issues in the complaint answered. This includes the fire proofing etc. Richard to write to Brian Davies. Logo – put on templates, Cristene to meet with comms committee, probably next	

	<p>Friday, to decide where and how the logo should be used.</p> <p>Bike parking – council not keen on garage idea, but will consider whether parking could be put elsewhere. We would like the council to consider bike parking in the hallways. Karen to contact Chris Steel, Fire Safety Survey to discuss, along with other fire safety issues.</p> <p>Business plan – Meeting on 7th November.</p>	
6	<p>Documentation</p> <p>Signed by those present</p>	
7	<p>Election of officers</p> <p>Philippe – Chair</p> <p>Cristene – Vice Chair</p> <p>Karen – Treasurer</p> <p>Zoe - Secretary</p>	
8	<p>Sub Committee Reports and items</p> <p>Finance Sub Committee – met for AGM accounts, report to follow</p> <p>Garden Sub Committee – should have met in September, will rearrange</p> <p>HR and H&S Committee – met, awaiting minutes.</p> <p>Communications – meeting Friday 16th October</p>	
9	<p>Improvements</p> <p>Security – people are keen on this. Will ask the council for advice and guidance</p>	
10	<p>Cleaning</p> <p>Concerns about cleaning standards and cleaning equipment available</p> <p>Richard to manage the situation, including keeping a closer eye and ensure concerns are minuted. Will review equipment and ask Kwaku to take responsibility for equipment. Will start doing regular walkabouts with residents. We can also consider extra hours if necessary</p> <p>Need keys for downstairs cupboards</p> <p>Need to consider having another deep clean</p> <p>Consider buying a cleaning machine – Karen to research</p>	
11	<p>Performance Highlights Report:</p> <p>Richard to provide an update by next meeting</p>	
12	<p>TMO Manager’s Report:</p> <p>See report</p> <p>Will use agency to cover Kwaku holiday in November</p> <p>Richard to raise with Lee Page that he has asked three times for rent statement</p> <p>Quarterly performance report will be due in October</p>	RW
AOB	<p>Windows – find a contractor for a routine maintenance project for all windows.</p> <p>Richard will approach BG windows for a quote</p> <p>Office furniture – need to move things around in the office. May need to buy some additional furniture because of new printer.</p> <p>Noise from bars – Karen will chase a response on the licencing issue</p> <p>Council has PCs on offer. Not sure if we want this.</p> <p>Safer NP – Barbara can’t go</p> <p>Backsurge – RW to write a complaint</p> <p>Office – needs decorating and consider colours</p>	

Next planned meeting:

Tuesday, 10th Nov board meeting at 7pm

Minutes agreed on: _____

Signed (chair):
