

Styles House TMO Board Meeting minutes

17 January 2018

TMO Meeting Room

Present: Boyd Walters (BW), Linda McLaughlin TMO Manager (LMcL), Barbara Sweet(BS), Ursa Deniflee, Zoe Kennedy (Minutes)	Apologies: Kathy Archibald, Philippe Chery, Alex Heslop TMI Manager
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AGREED ACTION from previous meeting

NAME	TASK	
Linda	Cloud storage & Outlook LMcL to provide a list of the issues that PC needs to check with internet provider & info on back-up solutions.	Outstanding
BW/UD	Asset list- Linda has managed to find the asset list from 2014. BW and UD will be updating this.	Ongoing
UD/LMcL	Control procedures for petty cash	Completed
Zoe	Ongoing noise nuisance- Zoe is still in discussions with the bars	Completed
Linda	New gate project. Linda contacting LBS Officers	ongoing
Linda	Linda to meet Fair Community Housing re handyperson	Completed
Linda	Draft letter to LBS re fire safety risk report	Ongoing
UD/BW	Draft leaflet for contacts in event of death	31/3/18
Linda	To Daft Financial procedure changes and write to LBS	Completed
Linda	To provide bank resolutions on headed paper	Completed
BW/KA	To complete a walkabout and produce report	Outstanding
Kathy	December news letter	Completed
Zoe	Contact TRA officers to transfer monies to TMO	Outstanding
Linda	Draft List of Board Meetings dates for approval	Completed
Boyd	To ask others to join Social Sub-Committee	Ongoing
Linda	Raise about holding a Grenfell memorial across TMOs	Ongoing

Linda	Linda to ask Alex about bank account	
Linda	Linda to write to flat where hole was cut in hallway	ASAP
Linda	Linda to add planned maintenance to repairs report	
Linda	Linda to contact council to ask cause of lights outage two nights ago	
Linda	Linda to produce report on plans for gate by end Jan	
Linda	Linda to write to residents about fire safety and ask council about providing feedback	
Linda	Linda to ask LBS how they can feed into review of zero tolerance	
Linda	Bike storage	

Item	Topic	Actions
1.	Apologies: As above	All
2.	Declarations of interest: Linda works for the TMO	All
3.	Minutes of Last Meeting: Agreed Board Meeting Minutes sign off: Completed	All
4.	Matters Arising: See agreed action table	All
5.	<p>Governance</p> <p><u>Committee membership</u></p> <p><i>HR</i> Zoe and Barbara</p> <p><i>Finance</i> Ursa and Boyd</p> <p><i>Comms/Tenant involvement</i> Philippe, Boyd and Kathy</p> <p><i>Garden and allotment</i> Ursa, Philippe and Boyd (invite an external person)</p> <p><u>Membership of external committees</u> STMOC – Zoe Kennedy</p> <p><u>Meeting timetable</u> Finance sub-committee meetings will take place in month after end of quarter, plus an additional meeting in Q4 for budget setting. Dates agreed and can be publicised on website.</p> <p>HR minutes– to follow</p>	<p>Philippe</p> <p>Linda</p>
6.	<p>Finance</p> <p>Refused a community account, could pay for internet access at Metro for twenty pounds a month but will instead add extra people to account who can assist with the telephone banking demands. Saving account set up and £85,000 deposited at .08% interest.</p> <p>Open a separate Metro account with a debit card for Linda to use, topping up by 250 pounds a month rather than Pockit. Linda to ask Alex.</p> <p>Meeting considered finance summary and noted that TMO was overspent for year – primarily due to Leasehold clawback, additional staff and pension set up. Agreed that there should be careful consideration of whether expenditure was essential before making any further purchases. Finance Sub was meeting on 25/2/18 and a more in-depth assessment made, and proposals made. Finance Sub to report back at next Board meeting</p>	<p>Ursa</p> <p>Linda</p> <p>Finance Sub</p>

7	<p>Maintenance: See report, repairs list given to FCH and awaiting feedback Linda to write to resident who cut hole in property Linda to add planned maintenance to repairs reports Council complaining about emergency lights call outs – Linda to contact LBS about last call out.</p>	<p>Linda Linda Linda</p>
8.	<p>LBS Quarterly return – see attached report Doing very well on rents, only 11 people in arrears Figures for repairs completed on time is a concern, along with budget and void loss, though the council paid £577.15 as a rent waiver for the delay handing over the keys. Linda advised that she was still waiting for figures from Leather market JMB and this impacted on the figures.</p>	
9	<p>Managers' report- see report Linda to produce an options paper and timescales on plans for the entrance by end Jan</p>	Linda
10	<p>Fire Safety – Main things council wants is 1) metal gates removed and 2) everything from landings. Linda to write to residents as agreed, to warn in advance of the fire approach Linda to ask about how to feed into review Linda to review bike parking</p>	<p>Linda Linda</p>
11	<p>Walkabouts – Boyd to do</p>	Boyd
12	<p>Report back from Meetings/Training Ursa was due to attend minutes training, but LBS did not contact her.</p>	
13	<p>Development update – ask Neal to do a letter and meet. Gate – Linda to follow up email to Alex and arrange meeting.</p>	Linda
14	<p>Meeting room – Ursa got funding for art, will hold in April Review the <i>resident rate for hire</i>, 6 pounds an hour and 20 pounds for four hours</p>	Ursa
15	<p>TRA – no issues. Zoe to follow up with monies from TRA account.</p>	Zoe
15	<p>AOB – received excellent feedback about the Xmas food vouchers and hampers</p>	

Next planned meeting: 28 March 2018

Venue: Meeting Room

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Philippe Chery
Chair

Date: