

Styles House TMO Board Meeting minutes

28th March 2018

TMO Meeting Room

Present: Philippe Chery (PC), Boyd Walters (BW), Linda McLaughlin TMO Manager (LMcL), Barbara Sweet(BS), Mark Wraith (MW), Zoe Kennedy Minute Taker (ZK), Alethea Dougall, LBS (AD)	Apologies: Kathy Archibald, Ursa Deniflee
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AGREED ACTION from previous meeting

NAME	TASK	
Linda	Cloud storage – Agreed to continue using and archive onto DVDs which will be located in safe. Will label with dates for disposal.	Completed
Linda	Asset list - Linda has managed to find the asset list from 2014. BW and UD will be updating this.	Ongoing
Linda	New gate project. Linda contacting LBS Officers and getting other quotes.	ongoing
Linda	Draft letter to LBS re fire safety risk report, council carrying out a review and going to cabinet in June.	On hold until June
Ursa/Boyd	Draft leaflet for contacts in event of death.	Ongoing
Boyd/Kathy	To complete a walkabout and produce report.	Outstanding
Zoe/Linda	Contact TRA officers to transfer monies to TMO / Apply for TRA grant	Outstanding
Boyd	To ask others to join Social Sub-Committee.	Ongoing
Zoe/Philippe	Continuance Ballot – confirm date of ballot	July 2018
Linda	Raise holding a Grenfell memorial across TMO at STMO meeting	11/4/18
Ursa	Update on current status of banking application at next meeting	23/5/18
Linda	Alarm to be serviced and extended to meeting room	June 2018
Linda	Linda to revise budget and send out to Board	May 2018
Linda	Linda to look for more electrical contractors	July 2018
Linda	Linda to compile holiday cover sheet for Board members	14/6/18
Linda	Display contractor list on office notice board & copy to LBS	23/5/18
Linda	Provide report on cleaning options at next board meeting	23/5/18
Linda	Shed – carry out shed survey and open waiting list to residents	23/5/18
Linda	Appoint contractor to complete office testing	23/5/18
Linda/Ursa	Discuss insurance implications re scaffold	June 2018
Boyd/Ursa	scaffold & lighting discuss	June 2018
Linda	Bank account - Linda had spoken to Alex and was to put in writing to Alethea	Ongoing
Linda	Linda to produce report on plans for gate by end Jan	Completed.
Linda	Bike storage	Outstanding
Zoe	Check mast income in previous years	May 2018

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>Continuation ballot. Need to hold every five years to formally vote for continuance of TMO. Need to check year ballot was held. Ballot involves; sending notification to council and tenants (can use newsletter), ballot paper to be approved by council prior to ballot. Two different coloured ballots. A majority of tenants have to approve. Have two weeks to vote. Can employ an agent or use TMO Manager and LBS will open the ballot box. It was agreed that TMO Manager will carry out ballot work/notification and TMO to set up a sub group when dates are known.</p> <p>Sub-Committees</p> <p>The meeting agreed the following members;</p> <p><u>Finance</u> Ursa deniflee, Boyd Walter</p> <p><u>HR</u> Zoe Kennedy & Barbara Sweet</p> <p><u>Communication/Social/TRA</u> Boyd Walter, Kathy Archbold</p> <p><u>Garden</u> Boyd Walter</p> <p>Philippe Chery as Chair is an automatic member of all sub- committees.</p> <p>Committee Reports</p> <p>Meeting noted Finance & HR Sub reports. Linda brought to meeting's attention position of cleaner.</p>	LMcL/ All
6.	<p>Budget</p> <p>Linda to revise budget for 2018/19 to include accruals and notes. Linda to check all figures included in totals. 2017/18 JMB costs will have to be accrued into 2018/19 due to date when received. Budget to be sent to all Board members.</p> <p>Agreed to increase TMO manager's hours to 21 hours from 1/4/18. To be reviewed in 6 months. Additional hours to include work on gate and entrance and possible recruitment of new cleaner.</p>	LMcL

	Board agreed that the cleaner's wage to increase in line with the London Living Wage.	
7	Bank account update Ursa to update at next meeting	UD
8.	Maintenance report Fair Community Housing (FCH) – agreed to start using. As FCH do not carry out electrical repairs Linda to look for alternative electrical contractors.	LMcL
9	Approved contractors list Contractors list approved. Linda to send to council and put up on office noticeboard	LMcL
10	Managers report LMcL to discuss with Quentin and Webber the option to share a cleaner. Hays is £15 an hour and a cleaning contractor £18 an hour plus from Linda's preliminary investigation. Linda to provide report on cleaning options for next Board Meeting. Shed – Linda to write to residents to ask if they want to join the list (remind about rent arrears). Will write to all shed owners to say doing a check.	LMcL LMcL
11	Fire safety Linda to find a contractor to carry out Office testing as LBS were no longer carrying this out. Linda has put up additional notices as requested by LBS. There was 1 outstanding sign - waiting on LBS to provide cost. LBS had written to TMO to advise, while review of no tolerance approach was ongoing, LBS no longer required the TMO to remove plants and door mats. Agreed to put on hold letter to residents.	LMcL
13	Holiday cover Board agreed that Board could cover TMO Manager's role for a limited time. However, they could not cover the cleaner role. Linda to compile instruction sheet for Board members. Include TMO Manager's holiday dates in next newsletter.	
14	Report back from meeting/training Zoe & Linda had attended a STMOs meeting on 21/3/18 to discuss upcoming dialogue meeting between all TMOs and LBS. Very little was discussed. Linda had raised Grenfell which had sparked a debate. A second TMO only meeting had been arranged for 11/4/18.	
15	Development Gate/Entrance Board considered quote received from London Forge. Linda had visited Cooper Close and had obtained details of their contractor and costs. Linda had asked this contractor to quote for work. Linda to contact LBS depts for their comments. TfL redevelopment Cllrs have not written as promised. Board will write and ask for letter.	
16	Meeting room / Art project Currently have some art displayed to demonstrate how room can be used.	

	<p>Fire Safety Agreement to be included in the hall hire agreement and that the artist should have their own indemnity.</p> <p>If project is successful LMcL to advise Zurich Municipal as it will have insurance implications. LMcL to discuss with Ursa.</p> <p>Scaffold - Need to hold a show, four times in a year, for a weekend. Will coincide with an open allotment day.</p> <p>Board agreed to have an estate open day, possibly with food.</p> <p>Boyd to discuss lighting with Ursa</p> <p>Boyd had meet with Cooltans, interested in working with us</p> <p>Met with someone who works with north Southwark community groups</p> <p>Agreed £250 per week for rental.</p>	<p>UD</p> <p>LMcL/UD</p> <p>BW/UD</p>
17	<p>LBS/TMOs dialogue meeting</p> <p>Rescheduled to 8th May</p>	
18	<p>TRA</p> <p>Linda to apply for grant</p> <p>Zoe to contact bank and bank signatories</p>	<p>LMcL</p> <p>ZK</p>
15	<p>AOB – none</p>	

Next planned meeting: 23 May 2018 @ 7pm

Venue: Meeting Room

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Philippe Chery
Chair

Date: