

Styles House TMO Board Meeting minutes

23 May 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),) Ursa Deniflee	Apologies: Kathy Archibald, Alethea Dougall, LBS (AD)
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AGREED ACTION from previous meeting

NAME	TASK	Due date
Boyd/Ursa	Asset list - BW and UD to update the Asset Register.	October 2018
Linda	New gate project. Linda contacting LBS Officers and getting other quotes.	ongoing
Linda	letter to LBS re fire safety risk report, council carrying out a review and going to cabinet in June.	On hold until LBS review completed
Ursa/Boyd	Draft leaflet for contacts in event of death.	Ongoing
Boyd/Linda	To complete a walkabout and produce report.	Arranged for June
Zoe/Philippe	Continuance Ballot – confirm date of ballot	July 2018
Linda	Alarm to be serviced and extended to meeting room	June 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	Shed – carry out shed survey and open waiting list to residents	September
Linda	Appoint contractor to complete office testing	Mid June
Linda/Ursa	Discuss insurance implications re scaffold	June 2018
Boyd/Ursa	Scaffold & lighting discuss	June 2018
Linda	Bank account with debit card - Linda had spoken to Alex and was to put in writing to Alethea	Ongoing
Linda	Bike storage	Outstanding
Linda	Financial responsibility for repairs – Linda to ask LBS to reduce this to £500	September 2018
Linda	Agree cleaning hours with contractor	June 2018

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.	Governance Continuation ballot.	

	<p>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 As per minutes emailed out, noted.</p>	LMcL/ All
6.	<p>Q4 return Collected 101.9% of rent for the year, was able to collect 3K additional from Southwark. Three accounts with Southwark currently, will ask for one back. Expenditure Communal repairs carried out by Southwark – Linda to ask LBS for the amount to be reduced from £1000 to £500 as per Lee Page email. Still having a low level of repairs Arears cases have fallen from 14 to 18, from 6K to 2K, 51% reduction year to date.</p>	LMcL
7	<p>Budget Linda provided an overview of the budget, worked on very conservative figures Asked auditor about using Sage to see if this saves money. Will shop around on payroll</p>	LMcL/UD
8.	<p>Estate Cleaning See report. Only considered contractors who pay the London Living Wage Currently using Esskay for two months to cover vacancy. Linda to ask all contractors for references. Will discuss with other TMOs Agreed cleaners want to start at 8am, would like 9-12 Mon-Wed-Fri, Linda to discuss with contractors</p>	LMcL
9	<p>Bank Account Update Agreed to stay with Metro account</p>	UD
10	<p>Maintenance Report As per report. Linda to investigate using St Mungo's Will add cost to the repairs info for future reports Bulk refuse will now be LBS' responsibility as per the management Agreement.</p>	LMcL
11	GDPR	

	Linda attended training on GDPR and will ensure the organisation is compliant. Zoe agreed to work with Linda on policies and an impact assessment. The TMO will have a 'legitimate interest' in retaining residents contact details etc.	LMcL /Zoe
12	TMO Managers Report As per report. Concerns around universal credit and impact on rent arrears.	
13	Fire Safety Issues Concern about use of BBQ in gardens, but no specific reason to refuse use of them, but shouldn't use on balcony.	
14	Walkabouts Doing in June	
15	Report back from meetings/training Nothing additional.	All
16	Development update Gate/lobby Southwark have written to say we can bid for CCTV on gates, offer match funding Linda to write to residents and invite to a meeting TFL and redevelopment No update	
17	Meeting room/Arts project Meeting tomorrow. Need to get a stepladder.	BW/UD
18	TRA Zoe to progress on bank account	ZK
15	AOB – Linda to send link for easy fundraising	LMcL

Next planned meeting: 1 August 2018 @ 7pm

Venue: Meeting Room

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Philippe Chery
Chair

Date: