

Styles House TMO Board Meeting minutes

1 August 2018

TMO Meeting Room

Present: Philippe Chery (PC), Boyd Walters (BW), Linda McLaughlin TMO Manager (LMcL), Barbara Sweet (BS), Mark Wraith Minute Taker (MW), Kathy Archibald (KA), Zoe Kennedy (ZK), Ursa Deniflee (UD)	Apologies: 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	Consultation meeting on gates held on 25/7/18 and consultation form delivered to residents who were unable to attend.	ongoing
Linda	letter to LBS re fire safety risk report, council carrying out a review and going to cabinet in June.	On hold until end of LBS review
Ursa/Boyd	Draft leaflet for contacts in event of death.	Ongoing
Philippe/Linda	Philippe agreed to complete walkabout with Linda	August 2018
Zoe/Philippe	Continuance Ballot – will take place in January 2019.	January 2019
Linda	Quote received an approved. Alarm to be serviced and extended to meeting room	October 2018
Linda	Linda to look for more electrical contractors	October 2018
Linda	Linda to compile holiday cover sheet for Board members	Completed
Linda	Shed – carry out shed survey and open waiting list to residents	October 2018
Linda	Appoint contractor to complete office testing	October 2018
Linda/Ursa	Discuss insurance implications re scaffold	October 2018
Boyd/Ursa	Scaffold & lighting discuss	Completed
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	November 2018
Linda	Agree cleaning hours with contractor	Completed
Board	Review Esskay cleaning contract	November 2018
Zoe/Linda	Set up GDPR subgroup	November 2018
Linda	Linda to send Easy fundraising link to Board members.	Completed
Linda	NFTMO awards – query nomination process with LBS	November 2018
Linda	Shutters – Linda to raise order for improvement work,	September 2018
Linda	Discuss monthly invoicing with JMB	September 2018
Linda	Maintenance report Include graph/information on expenditure	September 2018
Linda	Consultation – discuss with LBS requirements	September 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. This will take place in January 2019. It was agreed that TMO Manager will carry out ballot work/notification and TMO to set up a sub group when dates are known. Sub-Committees HR sub to meet on 16/8/18. Finance sub had met on 11/7/18 and had considered Q! return and quarterly budget comparison only.	LMcL/ All
6.	Q1 return Board considered LBS return. Board noted that JMB still late in producing invoices. Linda to chase JMB for invoice and information. Linda to consider whether monthly invoicing would be more efficient. Linda to ask LBS for the amount to be reduced from £1000 to £500 as per Lee Page email. Linda advised that income was greater than LBS allowances. Budget and expenditure took into account greater income. Board noted arrears had increased as a result of new Universal Credit claims. Linda to monitor closely.	LMcL LMcL
7	Budget/Quarterly expenditure Ursa introduced the quarterly spend against projected budget. Ursa highlighted that we had meet forecasted income for 18/19. Any future income from the hall hire or fobs would be additional income. On target for income but underspend on expenditure however as still to receive JMB invoice for repairs & void. Although there had been no spending against in some areas eg. Audit and insurance – this would be made in future quarters. Finance sub would continue to monitor.	
8.	Estate Cleaning Board considered report & recommendations and agreed to offer Esskay permanent contract. Board will review in 3 months.	ALL
9	Bank Account Update Nothing to report	
10	Maintenance Report Linda advised that she was still waiting to receive information and prices from JMB. As a result, she hadn't produced a report. Zoe asked that next report included table on expenditure per repair category. Board considered quotes for servicing the alarm and agreed to go with lower cost. Linda to order work. Board agreed to add shutter automatic closer control on inside of hall. This was to be regarded as an improvement. Linda to order work	LMcL LMcL 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 Completing with Philippe in August 2018	PC/LMcL
15	Report back from meetings/training Philippe had attended National Federation of TMOs (NFTMO) annual conference. Lots of discussion and useful suggestions from other TMOs. Board agreed to check on nominations for TMO awards. Who made the nominations etc. Linda to raise with LBS.	LMcL
16	Development update Gate/lobby Southwark have written to say we can bid for CCTV on gates, offer match funding. To be completed by 7/9/18. Bid first as this would assist with overhaul of front entry Linda receiving more consultation forms; of those received favoured slatted gate. Linda to discuss with LBS consultation requirements. TFL and redevelopment No update	LMcL LMcL
17	Meeting room/Arts project In response to Sue's request agreed £15ph as it was a voluntary group.	
18	TRA Information on bank account outstanding – Linda to draft letter for Zoe to use with bank.	ZK/LMcL
15	AOB	

Next planned meeting: 19 September 2018 @ 7pm

Venue: Meeting Room

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Philippe Chery
Chair

Date: