

Styles House TMO Board Meeting minutes

21st November 2018

TMO Meeting Room

Present: , Linda McLaughlin TMO Manager (LMcl), Philippe Cheri, Barbara Sweet (BS), Mark Wraith Minute Taker (MW), Kathy Archbold (KA), Zoe Kennedy (ZK) Alethea Dougall, LBS (AD), Ursa Deneflee (UD)	Apologies: Boyd Walters (BW)
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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.	January 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
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 2017
Linda	Linda to look for more electrical contractors	October 2018
Linda	Shed – carry out shed survey and open waiting list to residents	By end March 2019
Linda	Appoint contractor to complete office testing - Done	Completed
Linda/Ursa	Discuss insurance implications re scaffold	October 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	November 2018
Board	Review Esskay cleaning contract	November 2018
Zoe/Linda	Set up GDPR subgroup	November 2018
Linda	NFTMO awards – query nomination process with LBS	COMPLETED
Linda	Shutters – Linda to raise order for improvement work, - done	September 2018
Linda	Discuss monthly invoicing with JMB - done	September 2018
Linda	Maintenance report Include graph/information on expenditure Done	September 2018
Linda	£50 donation Celia Hammond Trust Done	October 2018
Alethea	Provide details of bank TMOs use Done	October 2018
Linda	Consultation – discuss with LBS requirements Done	September 2018
Alethea	Will check if TMO can update joint tenants	

2.	Declarations of interest: Linda works for the TMO	All
3.	Election of officers: (Alethea chairing)	All

4.	<p>Chair – Philippe Nom Zoe and Ursa Vice Chair – defer for next meeting Secretary – Zoe Nom Philip and Ursa Treasurer – Ursa Nom Philippe and Zoe STOMLC – Zoe Nom Philippe and Barbara Area forum – Philippe and Barbara Nom Kathy and Mark</p> <p>Minutes of Last Meeting: Agreed Board Meeting Minutes sign off: Completed</p>	
5.	Matters Arising: See agreed action table	All
6.	<p>Governance Sub-Committees Finance – to note HR – to note</p>	
7.	<p>Business continuity Linda to update Agreed to hold test Lone working policy approved</p>	By March 2019
8	<p>Continuation ballot 14th and 28th January 2019 Each tenant and leaseholder gets a vote, joint get a vote each Will put articles in newsletter Will write in first week in December Posters</p>	
9.	<p>TMO Managers Report No questions Concerns about pact of universal credit on rent</p>	
9.	<p>Finance report Have a surplus of £14k though owe around £4K for repairs Board agreed the budget Bank account Ursa has applied for a business savings account, a three month account initially and would like an instant access account. £35k in total, £20k in notice account, £15k in instant access. Ursa will review at finance sub committee</p>	
10	<p>Cleaning contract review Happy with the service, would like to extend Concerned about the smell of cleaning fluid, consider air fresheners Mark will suggest urine smell neutraliser</p>	
11	<p>Maintenance JMB increasing their maintenance fee from 20% to 40%. Starting in January</p>	

	Will ask them to start in April. Not happy with the increase, will look to use other contractors. Will ask them to consider increasing repair costs instead	
12	Managers Report Noted Linda to send a copy of report to Alethea	
13	Room charges Discussion about unfunded groups, agreed £20 per hour Councillors and MPs would be at public sector rate Alcohol use – will take a deposit. Agreed reasonable alcohol use at discretion of management committee, but no bar or party, no alcohol sales Walkabout None held one Report back from meetings and training STOMLC AGM Linda has done excel training	
13	Development update Gate/lobby Linda has asked for a drain survey from the council Waiting for Silk and Mackman quote Will hold a meeting focusing on gate TFL and redevelopment Meeting tomorrow to discuss	LMcL ALL
14	Meeting room/Arts project Had a really good event with a new artist Will focus on hiring gallery from next year	
15	TRA Nothing to report	
16	AOB Rechargeable Hoover – agreed Laptop Get the projector put on the ceiling above the door Hours Linda is working 21 hours, will be difficult for her to do less while working on the gate and ballot. Will review end of March	

Next planned meeting: 21 November 2018 @ 7pm

Venue: Meeting Room

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Philippe Chery
Chair

Date: