Styles House TMO Board Meeting minutes

23rd November 2023

Zoom

1. Present: [redacted]	Apologies: [redacted] (LBS)

AGREED ACTION from previous meeting.

NAME	TASK	Due date
[redacted]	Produce Repairs & tenant v TMO responsibility leaflet	September 2023
[redacted]	Buy lock for the roof ladder	January 2023
[redacted]	If cannot be removed Board to discuss painting affected wall on roof to match existing brickwork.	Ongoing
[redacted]	Check all of the stopcocks in every flat and get repaired. Need to give 14 days' notice to council to turn off, then write to tenants, get a plumber on site to do all in a day. Do a survey first of residents.	January 2023
[redacted]	Commence tenancy checks. To be completed March 2024	March 2024
[redacted]	Continuation ballet - Jan	September 2023
	Gardening waste – bit of an issue around getting rid of it	
	Lightbulbs – Elkins will now fit LEDs at £40 per bulb, are doing £800 worth, will wait to do more.	
[redacted]	Invite Accountant to next meeting	Next meeting
[redacted]	[redacted] had no response to her communication with [redacted] about servicing individual flats heating equipment. — [redacted] did email about this in early July to try to reopen, also received no response.	Suspended
[redacted]	Look into sensor lighting — do one floor. [redacted] got a quote from Elkins, £IOOO per floor. Get quote for flooring. Discuss at AGM for a decision about priority.	Suspended
[redacted]	LBS LED light quote — clarify quote with [redacted] as it does not include cheaper option suggested by contractor.	Suspended
[redacted] Linda	Investigate Consultant to facilitate strategy meeting	POSTPONED
Board	Agree date for Strategy and succession planning meeting	POSTPONED
[redacted]	Look for more electrical contractors	SUSPENDED
[redacted] Linda	Purchase dial in facility if unable to attend meeting	SUSPENDED
[redacted] Linda	Investigate purchase of full version of Office 365	SUSPENDED
[redacted] Linda	Purchase wireless mirror dongle	SUSPENDED

2.	Declarations of interest: None.	
3.	Minutes of Last Meeting: Agreed	
4.	Matters Arising: SEE ABOVE ACTION TABLE	
5.	**Audit update and feedback** First audit with new auditor, went well but were charged extra for in person as we are manual for accounts. Now moving everything online. Found that we underpaid VAT by around £3k. Accountant has spoken with them and has arranged to include that in our last Vat return, which has been posted. We were a day late so incurred a penalty point but no fee. Have also appealed the previous fees. Unclaimed VAT The new accountant has reregistered us, so we can start claiming the money back in future. [redacted] to ask accountant to attend next meeting so we can ask questions including are we on the right Vat level and can we claim back previous VAT.	[redacted]
6.	**New accountant update and budget** New accountant joined the meeting [redacted] Explained that he works for lots of other TMOs, since 2001, including in Islington and Southwark. For us he did some basic work that we have been missing, and out everything into Quickbooks, to get everything up to date. [redacted] also has access to Quickbooks. Has updated until end of September. Aiming to have a clear account at the end of the quarter. VAT – why change from 12% VAT? [redacted] explained. [redacted] will see if we can claim any previous Vat back. [redacted] will work with [redacted] on budget next year. Will call future accounts 'management accounts' rather than profit and loss. [redacted] to do forecast account in future.	[redacted]
7. and 8.	**Election of Officers and sub committee** [redacted] chaired this part of the meeting [redacted] has stood down. The committee thanks [redacted] for her hard work. • Agreed a voucher as thanks. [redacted] nominated by [redacted] and seconded by [redacted] All vote in favour [redacted] steps down as treasurer [redacted] nominated as treasurer and seconded by [redacted] All vote in favour [redacted] stands down as secretary [redacted] nominated as secretary by [redacted] [redacted] seconded. All vote in favour Sub committees Finance – [redacted] and [redacted] nominated by [redacted] seconded by [redacted] HR – [redacted] and [redacted] nominated by [redacted] seconded by [redacted] Garden – [redacted] and [redacted] nominated by [redacted] seconded by [redacted] Comms – [redacted] and [redacted] nominated by [redacted] and seconded by [redacted]	

	• Everyone to sign board papers. [redacted] to print for those who need it, get back by next week (as [redacted] needs to tell the council). • [redacted] to ask [redacted] if we need photos • [redacted] to do a TOR for each committee	
9.	[redacted] **report** As per the report Some concern about the pre payment card and who can authorise it, and whether it is registered to the business. Explained that it was like the Pockit card but in the TMO name. Agreed by board. Will be a focus on rent arrears going forward, and [redacted] has training next week on using iworld. • Will ask [redacted] re the rent charge, as it was an error and we didn't have access to the system to know about it being a problem. • Will look at body worn camera and get a policy	
10.	**IT Proposal** [redacted] to ask [redacted] What is the difference between the printers What is the IT support Will using non brand toner invalidate the warranty Why is the printer so expensive, seems to be twice as expensive	
11.	**Continuation Ballot**	
12.	**Development Update**	
13.	**Board awayday**	
14.	**Christmas arrangements**	
15.	**T&RA**	
16.	**AOB**	
17.	**Date of Next Meeting**	

Signed……..

Date……