# Styles House TMO Board Meeting minutes

25th January 2024

Zoom

| 1. Present: [redacted] | Apologies: [redacted] (LBS), [redacted] |
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AGREED ACTION from previous meeting.

| NAME | TASK | Due date |
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| [redacted] | Send offer document to [redacted] | **Asap** |
| Manager | [redacted] to further investigate lock to roof and ladders | **January 2023** |
| [redacted] | Roof graffiti – no clear answer | **Ongoing** |
| Manager | Commence tenancy checks. To be started March 2024 | **March 2024** |
| Manager | Continuation ballet – Jan – asked whether we can extend it, not heard back | **Awaiting the council** |
| Manager | [redacted] to ask Metro if they can give us a card | [redacted] |
| Pockit Card | [redacted] to chase re money/hack | [redacted] |
| Arrears penalty | [redacted] to write to [redacted] | **Asap** |
| Manager | [redacted] to explain to accountant and auditor about the TMO having 6 months reserves as part of our savings | [redacted] |
| [redacted] | To find a way to block the space in the dog area to stop dogs getting out | [redacted] |
| Manager | [redacted] to get a dog bowl for the garden hub, [redacted] to look for covers | [redacted] |
| Manager | Check with IT [redacted] to ask for wifi for garden, wireless, one screen in the small meeting room, and need a speaker and camera. Measure space. | [redacted] |
| | Gardening waste – bit of an issue around getting rid of it – sorted, got rid of the bin | **Closed** |
| Manager/Ursa | Stop cocks – [redacted] checked and it's not the TMO's responsibility | **January 2023** |
| Manager | Produce Repairs & tenant v TMO responsibility leaflet | **Suspended** |
| Manager | [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.<br>[redacted] got a quote from Elkins, £IOOO per floor.<br>Get quote for flooring. Discuss at AGM for a decision about priority. | **Suspended** |
| Manager | LBS LED light quote — clarify quote with [redacted] oll as it does not include cheaper option suggested by contractor. | **Suspended** |

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| [redacted] | Investigate Consultant to facilitate strategy meeting | **POSTPONED** |
| Board | Agree date for Strategy and succession planning meeting | **POSTPONED** |
| Manager | Look for more electrical contractors | **SUSPENDED** |
| [redacted] | Purchase dial in facility if unable to attend meeting | **SUSPENDED** |
| [redacted] | Investigate purchase of full version of Office 365 | **SUSPENDED** |
| [redacted] | Purchase wireless mirror dongle | **SUSPENDED** |

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| 2. | Declarations of interest: [redacted] | |
| 3. | Minutes of Last Meeting: Agreed | |
| 4. | Matters Arising:<br><br>SEE ABOVE ACTION TABLE | |
| 5. | **Development**<br>[redacted] from LBS introduced himself, he will be working on the new build project. | |
| 6. | **Manager report**<br>See report | [redacted] |
| 7. | **Finance**<br>£14k in deficit. Still waiting for £12k from the council. Also made an error on the budget as no longer receiving the phone mast money.<br>Agreed that the IT costs should be from our reserves (savings)<br>Slightly overspend on IT software costs and insurance<br>Slightly overspent on communal repairs<br>Rent demand – overspent by £11k on the rent that was paid back<br>[redacted] has asked accountant to produce a project budget | [redacted] |
| 8. | **Draft allowance**<br>No uplift proposed by the council | |
| 9. | **Continuation ballot**<br>Waiting to hear from the council | [redacted] |
| 10. | **Garden hub**<br>Need to get sorted out<br>Elkins coming back Monday for the heater and smoke alarm<br>[redacted] to get a dog bowl for the garden hub | [redacted] |
| 11. | **IT**<br>Agreed spend | [redacted] |

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| 12. | **Board development meeting**<br>11th April 2024, 6pm | |
| 13. | **Away day**<br>Holding a day with HQN facilitating, 18th May, agreed to pay for a nice venue | |
| 14. | **T&RA** | |
| 15. | **AOB**<br>Website training to happen in April | |
| 16. | **Date of Next Meeting**<br>28th March 2024 | |