

## Styles House TRA/TMO

10/07/2014

TRA Hall

<b>Present :</b>	<b>Apologies :</b>
Zoe Kennedy (Chair) Karen Illingworth (Treasurer) Louise Howard-Spencer (Secretary) Richard Walsh(TMO Manager) Philippe Cherry Barbara Sweet Tracey Steadman (LBS) Dana Tabaquinho Ursa Deneflee Kathy Archbold	Michael Conlan Sue Dellet Alex Tabaquinho

Item	Topic	Actions
1.	<b>Introductions &amp; Apologies</b> <ul style="list-style-type: none"> <li>• Introductions were made and Apologies made.</li> </ul>	
2.	<b>Declaration of Interest</b> <ul style="list-style-type: none"> <li>• Chair asked for any Dol, none were expressed.</li> </ul>	
3.	<b>Minutes &amp; Matters Arising</b> <ul style="list-style-type: none"> <li>• We need to book ourselves onto courses in order to receive reminders of same.</li> </ul>	
4.	<b>Governance (incl. sub-committee budgets)</b> <ul style="list-style-type: none"> <li>• ZK has been trying to price projectors for a film club (and for use at meetings), but is unsure about a screen etc. It was decided that Ursa would source the equipment and do a survey to establish who/how many would be interested in supporting a film club.</li> <li>• KI states that she would like to see volunteers to do what they volunteered to do.</li> <li>• The signed copies of the Code of Conduct were witnessed and handed back to KI at the meeting.</li> <li>• RW has drafted a Sub-Committee Job Description and will distribute it to the Board. He will also distribute a schedule of meeting dates for the sub-committees</li> </ul>	<b>UD</b>

	<ul style="list-style-type: none"> <li>• There should be budgets for the sub-committees.</li> <li>• At the Finance Sub-Committee meeting on 6 August it will be an agenda item to decide on sub-committee budgets.</li> </ul>	
<b>5.</b>	<p><b>Awayday</b></p> <ul style="list-style-type: none"> <li>• It was decided to hold the awayday on our own premises, and buy in refreshments.</li> <li>• It will be on a Saturday after the AGM, 18 or 25 September.</li> <li>• We will discuss: <ul style="list-style-type: none"> <li>○ business planning for next year.</li> <li>○ What we want the Board to do, how it works and how to assess it's members.</li> </ul> </li> </ul>	
<b>6.</b>	<p><b>Board / AGM Matters</b></p> <ul style="list-style-type: none"> <li>• RW suggests officers undergo self-reviews and Board discussion around this.</li> <li>• KI says we should take the voting of officers more seriously and that the officers should be made aware of what is required of them.</li> <li>• The Chair of a sub-committee must be a Board Member</li> <li>• How do we want to do assessments of Board Members and how do we extend this to sub-committees?</li> <li>• TS to provide us with a list of the things we need to address around general meetings.</li> <li>• We need top have an AGM planning meeting. This will be on Saturday 19 July at 10.00. Not all Board members are able to attend on this date.</li> </ul>	<b>TS</b>
<b>7.</b>	<p><b>Feedback on Open Garden &amp; Trunk Road</b></p> <ul style="list-style-type: none"> <li>• The Trunk Road went well, lots of people followed it. Many people were using the garden, and we have our flags.</li> <li>• The RHS asked KI if we would consider entering on our own. They felt that we would do quite well. So we will do that in future years.</li> <li>• Open Gardens Weekend made £250 for funds.</li> <li>• KI asked ZK for the receipts and cash (with notation) from the weekend.</li> </ul>	<b>ZK</b>
<b>8.</b>	<p><b>TMO Manager's Report</b></p> <ul style="list-style-type: none"> <li>• A copy of the TMO Manager's Report was passed to all board members, and is attached to these</li> </ul>	

	<p>minutes for attention.</p> <p><b>Sub-discussions:</b></p> <ul style="list-style-type: none"> <li>○ An appropriate bank account has still not been set up. When RW returns from leave he will accompany PC to a bank to do this.</li> <li>○ Pest control issues need to be reported individually by residents. LBS will not address the issues put forward by RW.</li> <li>○ Photos and reports on Algarve House are welcomed for use in our case against the developer.</li> <li>○ RW's leave cover is fixed as KI 1<sup>st</sup> week and BS 2<sup>nd</sup> week with PC as backup. It will be Monday and Thursday 10-1 each week.</li> <li>○ A phone list for these deputies will be drawn up by RW.</li> <li>○ An advert has been placed for a block cleaner.</li> <li>○ We have had a good response from the government website, not so good from SE1. The closing date is 30 July.</li> <li>○ Leathermarket use Hays agency when they are short-staffed.</li> <li>○ We could hire directly, RW has been trying to get hold of the Applegarth cleaner, but has not had success.</li> <li>○ The current caretaker leaves on 17 July.</li> <li>○ An agency seems like a good option as they will provide holiday cover and administer the wage payments. Also we will have the option to employ directly at a later date if we wish.</li> <li>○ We decide to get a quote from a cleaning company (JPD), so we will have someone whilst we recruit.</li> <li>○ Hays quoted £9.50/hour...</li> <li>○ RW has passed KA's contact details to LBS but still no contact has been made regarding her window repair. RW to give up-to-date info to ZK as he will be on leave. RW to email Ron Ellston the Repairs Manager at Leathermarket.</li> </ul>	<p><b>RW, PC</b></p> <p><b>RW</b></p> <p><b>RW</b> <b>RW</b></p>
<p><b>9.</b></p>	<p><b>Board Development</b></p> <ul style="list-style-type: none"> <li>• The next newsletter will advertise the AGM and the opportunity for residents to put themselves forward to sit on the Board or stand for one of the Officer posts.</li> <li>• LS &amp; PC were given the email address on which to book the Resident Involvement training workshop in September.</li> </ul>	<p><b>LS, PC</b></p>

<p><b>10.</b></p>	<p><b>Estate Issues</b></p> <ul style="list-style-type: none"> <li>• Smelly drains – Stage 1 complaint entered – were the drains cleared during Major Works, we generally decide that they were not.</li> <li>• LS states that she has had T.Brown to correct the heating cupboard/thermostat problems which caused the 6-floor leak recently. But the heating system in her flat will need attention before the winter.</li> <li>• Despite David Noakes entering a Stage 3 complaint, residual work from Major Works has remained unaddressed.</li> <li>• Noise from Bars – A letter has been sent to Adele Morris who is now dealing with this problem. AM will be asked to come for a walkabout. The bars have been approached and warned about their breaches of licence. <ul style="list-style-type: none"> <li>○ KI to type up a letter to the bars.</li> <li>○ KI will print out their Licence Agreements so we can be sure what they are allowed to do.</li> </ul> </li> <li>• Outdoor tap and socket on boiler house – still outstanding. ZK has been chasing and will continue to do so.</li> </ul>	<p>KI KI ZK`</p>
<p><b>11.</b></p>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• The Board are advised of a Conference to be held on 11 October for those about to go live with their TMO. It is designed to pump up enthusiasm for future TMOs. We are asked if someone would like to speak at this event.</li> </ul>	

**Next planned meeting:**  
Monday 11<sup>th</sup> August 2014  
Board Meeting  
Venue TRA Hall