

## Styles House TMO Board Meeting

8<sup>th</sup> March 2017

TMO Meeting Room

<b>Present :</b> Philippe Chery, Zoë Kennedy , Boyd Walters, Richard Walsh (Part), Barbara Sweet, Alex Tabaquinto, Ursa Deniflee, Kathy Archibald	<b>Apologies:</b> Michael Conlan
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### AGREED ACTION from previous meeting

NAME	TASK	
All	To try to reduce the use of paper, we will trial the use of tablets	
Ursa	Happy to agree getting a projector	
Philippe	Cloud storage – Going with Microsoft.	
Boyd	Quote for office redecoration – Boyd has had one quote, £1299 + VAT based on dimensions. Had someone in earlier this week and one more coming in on Friday. Will forward quotes when he has them. Agreed to go ahead if less than £1500, Boyd to come back to a meeting if more than £1500.	Ongoing
Philippe	PDR, the grounds maintenance contractor, has asked the TMO to sign a contract – signed today. £50 per visit. Paid the bill for last year (as they forgot to bill us).	Ongoing
Philippe	Dog area - Looking messy due to damage to the grass. Philippe to investigate getting turf there.	
Ursa	Has set up bi-monthly finance sub-committee meetings	
Zoe	Richard has done the list. Agreed to ask Eva Gomez, the recently Appointed TMI Manager, to provide a quote for doing the work	
Richard	Self-closing gate on studio, to be done asap	
Ursa, Boyd, Philippe	Walkabout done, some issues. Will bring issues to the meeting as necessary and carry out every 8 weeks, with a meeting at week 4 to review the actions.	
PW, BD	Philippe to do first aid training, Boyd to do organising an event. Richard to book.	

Item	Topic	Actions
1.	<b>Apologies:</b> As above	<b>All</b>
2.	<b>Declarations of interest:</b> Richard works for the TMO	<b>All</b>
3.	<b>Minutes of Last Meeting:</b> Agreed <b>Board Meeting Minutes sign off:</b> Done.	<b>All</b>
4.	<b>Matters Arising:</b> Victoria came to hear the noise from the TMO office. Explained about the issues at Christmas, accepted there was a problem and will be looking at this for the future. Meeting dates – General Meeting due for April, decided to hold as a BBQ for 29th April. £200 idea as a budget. Boyd to lead.	<b>All</b>

	AGM – Wednesday 4 <sup>th</sup> October	
5.	<p><b>Governance</b> – discussed the Browning code of confidentiality. Approved. Will be in use from next year.</p> <p>No HR/H&amp;S report, will forward when done. H&amp;S inspection done today.</p> <p>Allotment meeting – report forwarded</p> <p>Finance meeting – report to follow</p> <p>Communication – report forwarded</p> <p>Garden meeting next week</p>	All
6.	<p><b>Managers report</b></p> <p>Have the confidentiality report for volunteers</p> <p>Leak payment – Richard chased today</p> <p>Use of Pockit – Richard to confirm issue at next meeting</p> <p>Rent decrease letter – done</p> <p>Richard has forwarded details of free training</p> <p>Ursa to try to see Coopers close manager about training</p> <p>Rent collection is 102.4%, which is excellent</p> <p>Repairs covered</p> <p>Issues with Leathermarket – will consider looking at our contract</p> <p>Accounts have been reconciled</p> <p>Monthly spend is up significantly. Ursa to investigate why this is.</p> <p>Water rates – from the 1<sup>st</sup> April tenants will pay Thames Water directly. TW appear to be planning to send a yearly bill to people. Should encourage people to ask for a meter, to get a reduced bill ad to ask to pay by direct debit. We will do a letter to tenants – Zoe</p> <p>Hall rental – Ursa to open on the 30<sup>th</sup>, Boyd to do the 22<sup>nd</sup></p> <p>13 tenancy checks this year, concern over unauthorised occupancy</p> <p>Improvements – waiting for briefing on use of approved list</p> <p>Highlight report – Richard to bring to next meeting as we can't remember the outstanding issue</p> <p>Tracy – no longer our officer, new officer starting in April</p>	Philippe/Richard
7.	Fire Safety issues – carried forward to next meeting	Richard
8.	<b>Hall hire</b> – Ursa to lead on trying to let the hall. Agreed small spend on plants for area outside door.	Ursa
9.	<b>Bank Account</b> Issues with opening, will consider another bank if necessary	Zoe
10.	<b>Procurement and development</b> As per managers' report	Philippe/Richard
11.	<b>U&amp;I update</b> Have done a letter for councillors	All
12.	<b>AOB</b> Zoe to write to Eva Gomez about the Excor list access	All

**Next planned meeting: 12<sup>th</sup> April 2017, 7pm**

Venue: Meeting Room