## **Styles House TMO Board Meeting minutes**

28th March 2018

TMO Meeting Room

|  |  |
| --- | --- |
| **Present:** Philippe Chery (PC),Boyd Walters (BW), Linda McLaughlin TMO Manager (LMcL), Barbara Sweet(BS), Mark Wraith (MW), Zoe Kennedy Minute Taker (ZK), Alethea Dougall, LBS (AD) | **Apologies:** Kathy Archibald, Ursa Deniflee |

**AGREED ACTION from previous meeting**

|  |  |  |
| --- | --- | --- |
| **NAME** | **TASK** |  |
| Linda | Cloud storage – Agreed to continue using and archive onto DVDs which will be located in safe. Will label with dates for disposal. | Completed |
| Linda | Asset list - Linda has managed to find the asset list from 2014. BW and UD will be updating this. | Ongoing |
| Linda | New gate project. Linda contacting LBS Officers and getting other quotes. | ongoing |
| Linda | Draft letter to LBS re fire safety risk report, council carrying out a review and going to cabinet in June. | On hold until June |
| Ursa/Boyd | Draft leaflet for contacts in event of death. | Ongoing |
| Boyd/Kathy | To complete a walkabout and produce report. | Outstanding |
| Zoe/Linda | Contact TRA officers to transfer monies to TMO / Apply for TRA grant | Outstanding |
| Boyd | To ask others to join Social Sub-Committee. | Ongoing |
| Zoe/Philippe | Continuance Ballot – confirm date of ballot | July 2018 |
| Linda | Raise holding a Grenfell memorial across TMO at STMO meeting | 11/4/18 |
| Ursa | Update on current status of banking application at next meeting | 23/5/18 |
| Linda | Alarm to be serviced and extended to meeting room | June 2018 |
| Linda | Linda to revise budget and send out to Board | May 2018 |
| Linda | Linda to look for more electrical contractors | July 2018 |
| Linda | Linda to compile holiday cover sheet for Board members | 14/6/18 |
| Linda | Display contractor list on office notice board & copy to LBS | 23/5/18 |
| Linda | Provide report on cleaning options at next board meeting | 23/5/18 |
| Linda | Shed – carry out shed survey and open waiting list to residents | 23/5/18 |
| Linda | Appoint contractor to complete office testing | 23/5/18 |
| Linda/Ursa | Discuss insurance implications re scaffold | June 2018 |
| Boyd/Ursa | scaffold & lighting discuss | June 2018 |
| Linda | Bank account - Linda had spoken to Alex and was to put in writing to Alethea | Ongoing |
| Linda | Linda to produce report on plans for gate by end Jan | Completed. |
| Linda | Bike storage | Outstanding |
| Zoe | Check mast income in previous years | May 2018 |

|  |  |  |
| --- | --- | --- |
| **Item** | **Topic** | **Actions** |
| **1.** | **Apologies:** As above | **All** |
| **2.** | **Declarations of interest:** Linda works for the TMO | **All** |
| **3.** | **Minutes of Last Meeting:** Agreed  **Board Meeting Minutes sign off:** Completed | **All** |
| **4.** | **Matters Arising: See agreed action table** | **All** |
| **5.** | **Governance**  **Continuation ballot**.  Need to hold every five years to formally vote for continuance of TMO.  Need to check year ballot was held.  Ballot involves; sending notification to council and tenants (can use newsletter), ballot paper to be approved by council prior to ballot.  Two different coloured ballots.  A majority of tenants have to approve. Have two weeks to vote.  Can employ an agent or use TMO Manager and LBS will open the ballot box.  It was agreed that TMO Manager will carry out ballot work/notification and TMO to set up a sub group when dates are known.  **Sub-Committees**  The meeting agreed the following members;  Finance  Ursa deniflee, Boyd Walter  HR  Zoe Kennedy & Barbara Sweet  Communication/Social/TRA  Boyd Walter, Kathy Archbold  Garden  Boyd Walter  Philippe Chery as Chair is an automatic member of all sub- committees.  **Committee Reports**  Meeting noted Finance & HR Sub reports. Linda brought to meeting’s attention position of cleaner. | **LMcL/ All** |
| **6.** | **Budget**  Linda to revise budget for 2018/19 to include accruals and notes. Linda to check all figures included in totals. 2017/18 JMB costs will have to be accrued into 2018/19 due to date when received.  Budget to be sent to all Board members.  Agreed to increase TMO manager’s hours to 21 hours from 1/4/18. To be reviewed in 6 months. Additional hours to include work on gate and entrance and possible recruitment of new cleaner.  Board agreed that the cleaner’s wage to increase in line with the London Living Wage. | **LMcL** |
| **7** | **Bank account update**  Ursa to update at next meeting | **UD** |
| **8.** | **Maintenance report**  Fair Community Housing (FCH) – agreed to start using.  As FCH do not carry out electrical repairs Linda to look for alternative electrical contractors. | **LMcL** |
| **9** | **Approved contractors list**  Contractors list approved.  Linda to send to council and put up on office noticeboard | **LMcL** |
| **10** | **Managers report**  LMcL to discuss with Quentin and Webber the option to share a cleaner. Hays is £15 an hour and a cleaning contractor £18 an hour plus from Linda’s preliminary investigation. Linda to provide report on cleaning options for next Board Meeting.  Shed – Linda to write to residents to ask if they want to join the list (remind about rent arrears). Will write to all shed owners to say doing a check. | **LMcL**  **LMcL** |
| **11** | **Fire safety**  Linda to find a contractor to carry out Office testing as LBS were no longer carrying this out.  Linda has put up additional notices as requested by LBS. There was 1 outstanding sign - waiting on LBS to provide cost.  LBS had written to TMO to advise, while review of no tolerance approach was ongoing, LBS no longer required the TMO to remove plants and door mats. Agreed to put on hold letter to residents. | **LMcL** |
| **13** | **Holiday cover**  Board agreed that Board could cover TMO Manager’s role for a limited time. However, they could not cover the cleaner role.  Linda to compile instruction sheet for Board members.  Include TMO Manager’s holiday dates in next newsletter. |  |
| **14** | **Report back from meeting/training**  Zoe & Linda had attended a STMOs meeting on 21/3/18 to discuss upcoming dialogue meeting between all TMOs and LBS. Very little was discussed. Linda had raised Grenfell which had sparked a debate.  A second TMO only meeting had been arranged for 11/4/18. |  |
| **15** | **Development**  **Gate/Entrance**  Board considered quote received from London Forge. Linda had visited Cooper Close and had obtained details of their contractor and costs. Linda had asked this contractor to quote for work.  Linda to contact LBS depts for their comments.  **TfL redevelopment**  Cllrs have not written as promised. Board will write and ask for letter. |  |
| **16** | **Meeting room / Art project**  Currently have some art displayed to demonstrate how room can be used.  Fire Safety Agreement to be included in the hall hire agreement and that the artist should have their own indemnity.  If project is successful LMcL to advise Zurich Municipal as it will have insurance implications. LMcL to discuss with Ursa.  **Scaffold** - Need to hold a show, four times in a year, for a weekend. Will coincide with an open allotment day.  Board agreed to have an estate open day, possibly with food.  Boyd to discuss lighting with Ursa  Boyd had meet with Cooltans, interested in working with us  Met with someone who works with north Southwark community groups  Agreed £250 per week for rental. | **UD**  **LMcL/UD**  **BW/UD** |
| **17** | **LBS/TMOs dialogue meeting**  Rescheduled to 8th May |  |
| **18** | **TRA**  Linda to apply for grant  Zoe to contact bank and bank signatories | **LMcL**  **ZK** |
| **15** | **AOB –** none |  |

**Next planned meeting: 23 May 2018 @ 7pm**

Venue: Meeting Room

…………………………. Date:

Philippe Chery

Chair