

Styles House TRA/TMO Board Meeting

10 September 2014

TRA Meeting Room

Present :	Apologies :
Zoe Kennedy (Chair) Karen Illingworth (Treasurer) Sue Dellet Richard Walsh(TMO Manager) Barbara Sweet Alex Tabaquinho	Philippe Chery (Vice Chair) Louise Spencer (Secretary) Michael Conlan Dana Tabquinho Tracy Steadman

Item	Topic	Actions
1.	Introductions & Apologies	
2.	Declaration of Interest None	
3.	Minutes & Matters Arising Tap and electric point is due to be completed; location needs to be clarified. Risk assessment template circulated, leader of each group to complete. RW to draft one for each group. Drains, still ongoing but work agreed. Removing varnish from floors still ongoing. Key code still needs changing. TS displeased that inaccurate information was recorded – item removed. Minutes approved.	KI and RW RW, KI, ZK, SD, AT, KI
4.	Sub Committee Reports Nothing to report	
5.	AGM New set of dates required before AGM. Documentation regarding date of meeting and nominations to go out 13 September 2014 Annual report and accounts will be ready for meeting – RW to chase auditors. Refreshments to be provided for AGM Main discussion point to be spending of surplus – RW to get some estimates for ideas raised by Board	RW RW RW SD RW
6.	Election of Officers DT prepared to stand for secretary. KI prepared to stand for secretary. ZK prepared to continue being chair. SD prepared to be vice-chair.	
7.	Noise The draft document from Jack's Bar was discussed.	KI

<p>8.</p>	<p>Keys Need to make keys more accessible for the gardening shed. More volunteers have come forward and would like access to tools. Key lock to be bought and installed on garage wall. List of volunteers to be made.</p>	<p>SD</p>
<p>9.</p>	<p>Marketing and Letting the Hall Need to have more interesting information on the web-site regarding booking of the meeting room. Also needs to be more accurate. RW presented a document to support decisions. Agreed to take off information regarding parties and private functions. Wording to change - RW. Need some equipment eg flip chart. Need to have a rota of volunteers to set up for any meetings. Photographs with different seating arrangements and description to be included. Needs advertising. Price needs to be agreed, the proposed lower price was agreed. ZK, KI to check suggested price.</p>	<p>RW, AT ZK ZK, KI</p>
<p>10.</p>	<p>Security – the block and office Brief discussion. Agreed to monitor this and discuss at a later date.</p>	
<p>11.</p>	<p>TMO Manager report See attached document. RW to contact Maria at Applegarth about paying their cleaner to do ad-hoc work. Council need to be contacted regarding the leak in the annexe, with a view to claiming back some of the cost of the work. Now in a position to employ some contractors directly eg window repairs and electrical work.</p>	<p>RW</p>
<p>12.</p>	<p>Board Tasks: Away day and Business Planning All day, lead Lee Page from Southwark Council. ZK to produce an agenda. Refreshments from M&S.</p>	<p>ZK, KI</p>
<p>13.</p>	<p>AOB Mice in more than one column. Rat treatment in operation. SD to ‘survey’ which residents have mice in order to ascertain if council should deal with this.</p>	<p>SD</p>

Next planned meeting:
Wednesday 8 October 2012 - AGM
Venue TRA Hall