

Styles House TRA/TMO Board Meeting

12 May 2015

TRA Meeting Room

Present : Richard Walsh, Karen Illingworth, Barbara Sweet, Philippe Chery, Cristene van Jaarsveld, TMO shareholder (asked to leave during the meeting owing to disruptive behaviour)	Apologies : Tracy Stedman, Louise Spencer, Zoe Bulmer, Michael Conlan,
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AGREED ACTION:

	NAME	TASK
A	RW	Contact heating engineers regarding inspecting the system during valve changing
B	RW	Arrange walk-about; Thursday 21 May
C	ZB	Recruit new Board member including secretary.
D	ZB	Talk to member who hasn't attended the last three meetings
E	PC	Poster for OGSW – asking for volunteers
F	RW	Follow up request to Waste Management at the council
G	RW	Get contractors out regarding front door slamming shut
H	RW	Ask electricians to move the light above the shutter
I	KI	Email social committee regarding storage
J	KI	Organise order for mats
K	PC	Investigate CCTV
L	RW	Find out if the council will improve road-side lighting
M	KI	Fridge magnets
N	KI, RW	Letter to shed owners
O	RW	Contact pest control regarding follow-up visit to flats regarding mice
P	RW	Contact council regarding number pad on outside door * when they arrive, they should be able to set Board member fobs to be able to open the office door if anyone wants to arrange this
Q	RW	Ask council electricians if the lights can be put on a timer
R	ZB	Put money on second Lebara card and give to Richard

Item	Topic	Actions
1.	Apologies and declaration of interest: Done	
2.	Minutes of last meeting: Agreed	
3.	Matters arising: A: unknown, B: unknown, C: ongoing, D: done, E: done, F: letters received, G: complaint chased, might be linked with some of the problems with leaks, Richard to request that the whole system is checked, H: unknown, I: done, but to organise a resident walk-about, J: on main agenda K: unknown, L: an alternative arrangement was made.	RW RW
4.	Appointment of Secretary The Board would like to thank Dana for the work she did whilst a member of the Board and as secretary. Finding a replacement was discussed. We also need to recruit another Board member as one will be leaving soon. One Board member has not attended for three meetings running without giving notice.	ZB ZB

5.	Sub-committee reports Several meeting scheduled later in the month; report back next meeting.	
6.	Open square gardens Meeting 28 May between gardening committee and social committee. Need to advertise the meeting to encourage helpers to attend.	PC
7.	Manager's report Attached. Concerns about bulk refuse, general waste and bulk waste. Need to agree on next newsletter; possibly every 3 months. Request to rent the meeting room to a resident at half-price was turned down on the grounds that it was not a local interest group. Door downstairs still slamming. Light 'seepage' from lights around the building, some lights cannot be changed, but the one above the shutter will be moved.	RW RW
8.	Storage of items in tea-shed Social committee to ask members to remove items left over from the garage sale from the tea-shed by the end of the month.	KI
9.	Social committee chair We will soon be in a position of needing a Chair for the social committee. The Board would like to thank Sue for her contribution at Board meetings and at social events.	
10.	Mat for entrance hall Agreed to purchase a mat for the entrance hall. Also, agreed to purchase matching mats for the ground floor flats.	KI
11.	Bulk item collection This is becoming quite a problem as residents are not following the rules. There was a suggestion that we put items somewhere and have them taken away by van but storage of such items would be difficult. Another suggestion was to put in CCTV near the bins so that this can be monitored. A letter needs to go out to residents again. Fridge magnets to be designed and made to give to all residents as a reminder. Lighting at the entrance was discussed as part of this item as some felt that it was too dark.	PC KI RW
12.	Rats Rats have been seen entering into the sheds. Letter to go to all owners of sheds. PC commented that he was upset that some people had complained that Richard and Karen allowed the pest controller operative access to the sheds to tackle the rat problem. He considered it an emergency as the rats have been entering the cleaner's shed and we could be held liable if he is bitten by a rat. During this discussion a TMO member who attended the meeting was asked to leave owing to disruptive behaviour.	KI, RW
13.	Mice There needs to be a follow-up visit from the pest control team.	RW
14.	Drains Deferred.	
15.	Q3 and Q4 annual monitoring reports See manager report – 2C. Richard will be in touch with the council regarding access to data that is not currently available to TMO.	
16.	AOB Number on doors not working Investigate the timing of the lights on the various landing, not all lights need to be on 24 hours a day. We have to change too many light bulbs which is expensive. Second Lebara card; where is it?	RW RW ZB

Next planned meeting:

Tuesday 9 June

Venue: TMO Meeting Room