

## Styles House TMO Board Meeting

13 April 2016

TMO Meeting Room

<b>Present :</b> Tracy Stedman, Barbara Sweet, Michael Conlan, Philippe Chery, Karen Illingworth, Richard Walsh	<b>Apologies :</b> Zoe Kennedy, Cristene van Jaarsveld
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**AGREED ACTION:**

NAME	TASK
TS	Chase bike park funding
KG PC RW	Choose Vax
RW	Chase drain clearance
TS	Chase printer
RW	Book NFTMO
RW	Investigation of the heating system
RW	Tenancy checks to TS
PC	Copy of Communications Sub Committee minutes to TS
TS	Improvement works – see Michael O’Driscoll
PC	Circulate business plan

Item	Topic	Actions
1.	<b>Apologies:</b>	
2.	<b>Declarations of interest:</b> None	
3.	<b>Minutes of Last Meeting:</b> Some abbreviations used and these need to be put in full. Minutes agreed subject to amendment of abbreviated words.	
4.	<b>Board Meeting Minutes sign off:</b> Done	
5.	<b>Matters Arising:</b> Bin area and paving area near the tea-shed; ongoing. Brown paper bags: Done. Logo: need to put money on Lebara card to pay for new signage. Rents: done for last month and will ask Browning EMA to do a new batch of statements. Bin area: did not meet. Bike parking funding: TS to chase up. Signage: see above need to credit Lebara card. Improvements: to be discussed this meeting. Vax: Purchase of Vax machine needs sufficient funding on the Lebara Card and model needs to be chosen. Window maintenance: RW is waiting for a quote from another contractor. Backsurge: waiting for a date confirmation from the contractor. Quote for office redecoration: obtained from Leathermarket. Printer: still to chase	<b>TS</b> <b>KI, PC, RW</b> <b>RW</b>
6.	<b>TMO Managers Report:</b> See report. Philippe and Michael agreed to go to the NFTMO conference. Richard to book them on to the programme. Richard to seek an enquiry into our heating and hot water system. Deadline for newsletter is 30 April 2016. Quarter four to be completed by 25 April, Tracy to look at both quarters 3 and 4 and report back to Board.	<b>RW</b>

7.	<b>Sub-committee reports:</b> Communication Committee; minutes to go to Tracy.	<b>PC</b>
8.	<b>Improvement Working Group:</b> TS to talk to Michael O’Driscoll to see if he can help us find contractors.	<b>TS</b>
9.	<b>Business Plan Update:</b> Business plan to be circulated.	<b>PC</b>
10.	<b>Policy and Procedure:</b> H&S, Complaints and Grievances policies agreed and adopted. Richard to send table of tenancy checks to Tracy.	
11.	<b>Heating and hot water:</b> See manager’s report	
12.	<b>Update on performance highlight report:</b> Some policies have been done and so we are on the way to completing tasks set by Tracy.	<b>RW</b>
13.	<b>Meetings 2016:</b> Next Board meeting is 15 June 2016	
14.	<b>AOB</b>	

**Next planned meeting:**

Board 15 June 2016

Venue: Meeting Room

Minutes agreed on: \_\_\_\_\_

Signed (Chair): \_\_\_\_\_