

STYLES HOUSE TMO – BOARD MEETING

Date of Meeting Tuesday 13 August 2013
Present: *From LBS:* Martyn Kovats, Tracey Steadman
From Solon: Susy Lloyd
Members: Chair – Zoe Bulmer, Treasurer – Karen Illingworth, Barbara Sweet, Philippe Chery, Alex Tabaquinho, Dana Tabaquinho,
Apologies: None
Next Meeting: AGM 19 September 2013

ACTION POINTS:

Tracy to ask Applegarth for a copy of their JD for Handyperson.
Martin to check how much notice is required for AGM. To find out if we need to have our accounts audited for AGM. To confirm our actual allowances.
Solon to compose a newsletter for distribution in two weeks time. Documents to be put on Drop Box. Advise on what documentation should go on the web-site.
Barbara and Karen to go to bank regarding statements.
Zoe to confirm agenda items for AGM (also check whether we need to do an additional TRA AGM).
?Arrange to meet Maria at Applegarth to talk about contractors.

I. Welcome, introductions and apologies

Tracey Steadman from the TMI team introduced herself to the board; she is our monitoring officer and available for help and advice.

II. Appointment of Secretary

The secretary is leaving Styles House and will need to be replaced. Karen Illingworth volunteered to stand if someone else could be found to be the Treasurer, however, it was acknowledged that we need to get more members involved in working on the board. Suggested that Louise Spencer who is currently Secretary of the TRA be asked to stand. The role of secretary could be made easier by allocating some of the responsibilities to others. This to be discussed in the AGM.

III. Go Live Date

The original date of 1 October needs to change because we were unable to recruit a manager. LCG has been informed and further funding has been requested and will be confirmed when Solon know the starting date of the new manager. Funding allowed for the manager to be in place three months before we go live but could be changed to two months if the new appointee is able to work beyond the eighteen hours per week. We can't go live until we have a process of delivering repairs and so after much discussion it was agreed that we would go live at the start of January 2014. This needs to be an agenda item at the AGM.

IV. TMO Office Update

Waiting on planning permission as this has been delayed owing to an administrative error. However, it is possible to start on the destruction without planning permission. Permission expected on 16 August. Completion date is 29 September 2013.

V. Recruitment

Interview for manager is 26 September. Job goes on Guardian web site on 16 August to 16 September and is enhanced for the last two weeks as the first two weeks in September is the busiest time. The advert has been made more attractive. Advert will also be on the Styles House web-site and linked in the Guardian page. Thank you to Alex for web-site. Everything set up for interview; thanks to Tracey. Need to check job-description for Handyperson Tracy to get Blenchley Street JD, and find out where they recruited. Suggest we talk to Maria at Applegarth House about the contractors they use.

V. Keeping Residents Informed

Newsletter to be circulated in two week's time to update everyone on what's happened regarding recruitment, office, web-site etc. Agreed that agenda for the AGM – 19 September – to be included on newsletter to save on double posting. Martin to check how much notice is to be given for AGM. Post in both blocks. Alex has worked on the web-site and now requires some of our documentation to put onto the site; agreed that this should go in Drop Box. Susy and Issy to advise on what goes on web-site. Some discussion about when to put the web-site onto its domain and concerns about it looking professional.

V. Financial Report

The first two payments: £5000 from LBS and £15,000 from LCG have been paid into the account, and Solon have been paid for the first stage. No bank statements have been received; Barbara and Karen to go to the bank to arrange on-line banking and receiving statements. Martin to get back to Karen about whether accounts need auditing for AGM.

V. MMA Schedules

Now that we have agreed a new time-line, Martin will get back to us on actual allowances. Stephan from TMI team has been spoken to using LBS systems, rent account number may stay the same but might have to change; we request that the account numbers don't change.

V. Styles AGM

Apart from re-election of officers, there will be updates on recruitment and the office, with a session on the aspirational plans that Development Securities has for Styles House property.

AOB: None

