

Styles House TMO Board Meeting

14th December 2016

TMO Meeting Room

Present : Philippe Cheri, Zoë Kennedy, Ursa Deniflee, Boyd Walters, Richard Walsh	Apologies: Karen Illingworth, Tracy Stedman, Alex Tabaquinho , Cristene Van Jaarsveld
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AGREED ACTION from previous meeting

NAME	TASK	When
RW	Drain clearance, came and did part of the job. Richard will chase.	ASAP
TS/RW	Printer came, set up. Richard doing the rent statements next week.	w/c 19.12.16
PC	Philippe has researched and is recommending the purchase of a flat screen TV instead of a projector. Suggested spend of around £500.	Jan 2017
UD	Cloud storage – Ursa has sent info to Richard, to assess.	Jan 2017
PC	Quote for office redecoration – decided Richard to get 3 quotes from contractors used by existing TMOs. To be done by end of January.	Jan 2017
PC	PDR, asking us to sign a contract, but not had time to meet us. Philippe to pursue.	ASAP
UD	Set up finance sub meeting	Jan 2017 UD and RW
	Zoe to bring disciplinary procedure to next meeting	Jan 2017
	Richard to do list of outstanding policies and procedures so we know what needs to be done.	Jan 2017

Item	Topic	Actions
1.	Apologies: As above	
2.	Declarations of interest: Richard works for the TMO	
3.	Minutes of Last Meeting: Agreed	
4.	Board Meeting Minutes sign off: Done	
5.	Matters Arising:	
6.	Elections: Sub committee membership Finance – Ursa, Boyd, Philippe Garden – Philippe, Boyd HR&HS – Barbara, Zoe, Philippe Communications – Philippe, Alex, Boyd Meetings date: Zoe to do the board meeting dates, for Wednesday. All sub committees to meet quarterly and board is bi monthly. By next Wednesday 21 st December.	All to note

7.	Governance Thanks and farewell – get a card and gift. Agreed to increase the amount able to spend to £50. New members Discussed	PC
8.	Bank Account Everyone to return signed sheets to office	ZB
9.	Procurement and Development Update Will get quotes with small architects firms Richard to speak to Hayes	ZB RW
8.	Door Entry system Meeting on 19 th , Richard to put quotes into a table	RW
10.	U&I Meeting last night with residents. Not heard anything with U&I. Jan 25 th meeting with cabinet members, and Feb 7 th meeting with local councillors.	PC/RW
11.	Policies and procedures To follow	RW
12.	Manager’s Report/quarterly report – As report	RW
13.	AOB Richard to send Christmas leave to Tracy tomorrow. Will add Ursa to list of emergency numbers. Richard to get a self-closer on studios gate, to be done by the 15 th January. Walkabout – Boyd to lead, for Thursday morning every month. Keys – Philippe to get two more sets	RW RW BW PC

Next planned meeting: TBA

Venue: Meeting Room

Minutes agreed on: 18th January 2017

Signed (Chair): Philippe Chery