

Styles House TMO Board Meeting

18th January
TMO Meeting Room

Present : Philippe Chery, Zoë Kennedy , Boyd Walters, Richard Walsh, Barbara Sweet, Alex Tabaquinto	Apologies: Ursa Deniflee, Michael Conlan
--	---

AGREED ACTION from previous meeting

NAME	TASK	
RW	Richard spoke to the drain company, slightly confused by advice from them. They have done at ground level twice. We are no longer getting complaints about the problem, so Richard to monitor and will get out on an individual basis.	
UD	Happy to agree getting a projector	
UD	Cloud storage – Going with Microsoft for £3.99 for one user.	
PC	Quote for office redecoration – decided Richard to get 3 quotes from contractors used by existing TMOs. To be done by end of January. Richard to send details to Boyd, Philippe to send dimensions, Boyd to get quotes.	Ongoing
PC	PDR, asking us to sign a contract, but not had time to meet us. Philippe to pursue.	Ongoing
UD	Set up finance sub meeting. Should be meeting monthly. Zoe to do new dates as did it quarterly.	
	Zoe to bring disciplinary procedure to next meeting. Need to consult with staff, so will do that first and then bring to the board.	
	Richard to do list of outstanding policies and procedures so we know what needs to be done. Richard to circulate.	
RW	Self-closing gate on studio, to be done asap	
UD, BW	Walkabouts arranged, Philippe to send form to Boyd.	
PW, BD	Philippe to do first aid training, Boyd to do organising an event. Richard to book.	
RW	Richard to contact LBS as printer not connecting to LBS system	
RW, AT	Alex to put last two meetings minutes on website	

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: Meeting dates, April meeting will be a general meeting, will hold AGM at end of September. Getting noise from U&I in the Annex, Richard to write to raise, though they are stopping by 10.30, still noisy.	
6.	Managers' Report Agreed	
7.	Governance – one to sign Meetings - agreed	RW
8.	Bank Account Now have all of the paperwork, so can open at Co-op as previously agreed.	ZB
8.	Procurement and development As per managers' report	RW
10.	Agreeing policies and procedures As per managers' report	RW
11.	Quarterly performance Discussed	RW
12.	Manager's Report/quarterly report – As report	RW
13.	AOB Discussed new members Phillipe met Victoria from Jacks. Discussed the trouble over Christmas and new year. Will continue to pursue the issue of dispersal plan. Victoria to come out to hear the noise.	

Next planned meeting: 8th March 2017, 7pm

Venue: Meeting Room

Minutes agreed on: _____

Signed (Chair): _____