

Styles House TRA/TMO

19/03 2014

TRA Hall

Present : Zoe Kennedy (Chair) Karen Illingworth (Treasurer) Louise Howard-Spencer (Secretary) Michael Conan Philippe Cherry Barbara Sweet Rob (TMO Manager) Tracey Stedman (LBS)	Apologies : Dana Tabaquinho Alex Tabaquinho Sue Dellet
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Item	Topic	Actions
1.	Last Meeting Minutes & Matters Arising <ul style="list-style-type: none">• Board skills form is finished and ready to go.• TS - Declaration of Interest should be a standing agenda point, between the introductions and the minutes. Just ask if anyone has anything to declare i.e. major works in Board Members' flats.• Confirmation that four people may attend each workshop.• Sue and Karen attended the governance workshop, and feel that's something which should have been studied earlier.• The Board discussed the purchase of a floor polisher and where to plug it in: the last one was battery operated.• Rob is working on HMRC regarding VAT and tax. He is also working on a model petty cash system, but will continue using the Lebara card in the meantime.• We now have a spreadsheet with all our financial transactions on it.• We have applied for a debit card for ordering office supplies.	
2.	Office Opening Hours <ul style="list-style-type: none">• We will be offering the manager's post to Richard Walsh.• He has offered to do Saturday mornings as well as fixed days in the week. We can be flexible but must be firm about the opening hours being fixed. KI would like the set hours in writing.	

3.	Key Safes <ul style="list-style-type: none"> • These will be free for leaseholders and tenants. • Rob will find out who wants one. 	Rob
4.	Budget <ul style="list-style-type: none"> • There is no plan for us to be paid this financial year for the 'phone masts. Martin Kovats was supposed to get back to Rob on the process for getting paid. Rob will send in the invoice to MK. 	Rob
5.	Bank Account <ul style="list-style-type: none"> • We are exploring the BACS function at Metrobank. • We won't be using Unity Bank as it's part of the Co-Op Bank. 	
6.	Pressure Washer <ul style="list-style-type: none"> • Has been purchased and tried out. • Murray will use it to clean the bin area, but he should wear a mask. 	
7.	Hall Booking <ul style="list-style-type: none"> • There have been two enquiries; both think it's too expensive. • KI will look at the costs for the WAC and feed back on the comparison. 	KI
8.	Development Proposals <ul style="list-style-type: none"> • KI has prepared the material, and will lead at the meeting which has been arranged for 09 April. 	
9.	Monitoring <ul style="list-style-type: none"> • Q4 KPI to be completed by Rob. • Add complaints and compliments to the Managers report. 	Rob Rob
10.	Finance <ul style="list-style-type: none"> • Nothing extra to that which has already been discussed. • Monthly meeting to be booked for Rob and KI to do 	Rob / KI

	bank reconciliation.	
11.	Communal Repairs <ul style="list-style-type: none"> • Fire drop key is stuck in FED. Murray will try to remove it tomorrow. 	
12.	Caretaking <ul style="list-style-type: none"> • The TMO manager should monitor all sickness absence. 	
13.	Estate Issues <ul style="list-style-type: none"> • A sporadic damp smell has been noticed on 3rd or 4th floor in the lift area. Could be an unseen leak. Rob to ask Murray to monitor this. • TS will speak to Ed Donohue about leaking valves in heating cupboards. • LS – The sealing of the pipe holes in the heating cupboards, between flats, was never done in No 2. KI says that it isn't necessary on the ground floor. • LBS will check the water tanks in the roof space (it's their responsibility). • Monthly door knocking: - It was agreed that tenancy checks should take place at least once a year. 	Rob TS TS
14.	TMO Hall Issues <ul style="list-style-type: none"> • We should consult the council fire safety fire dept. about the fire exits. • Key to the back fire exit door to be hanging from the handle and shutter to be left open `during the day. • ZK wants to get a CCTV system for the front door area, should not be much money. ZK will look into a system. • Alarm system time lapse to be extended. KI to see if she can find out from the manual how to do it. 	? ZK KI
15.	External Issues <ul style="list-style-type: none"> • We must keep logging complaints about the noise from Isabella Street with the council noise team. 	
13.	AOB <ul style="list-style-type: none"> • KI will start cc'ing TS into TMO e-mails. • ZK claims a DOI in charging for the hall for Friends of Hatfields. • TS to find out about treasurer training for KI. 	KI TS

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| | <ul style="list-style-type: none">• KI had a visit from the Open Gardens Organisation, she was very positive. KI requested that we have a 'photo of Styles House on their website.• For staff/caretaker cover, we should use someone from Leathermarket (or another TMO) to cover. | |
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Next planned meeting:

Tuesday 13 May 2014

Committee Meeting

Venue TRA Hall