

## STYLES HOUSE

The Tenants Hall, Styles House, Hatfields, London SE1 8DF

### Board meeting – 6<sup>th</sup> November 2013, 7pm, TMO office

**Present:** - Dana, Alex, Karen, Zoë, Philippe, Michael, Barbara

**Apologies:** - Louise

### Minutes

Agenda item		Name
Reminder about the code of conduct	To be regular agenda item at start of meetings	
Election	Elections to board roles took place with the following outcome: Chair – Zoë Vice Chair – Dana Secretary – Louise Treasurer - Karen	
Lead officers	Rules – Michael Dates – Barbara	
TMO go live update	Agreed this would be a regular agenda item	
VAT/PAYE	Maria progressing	Maria
HR contract	Agreed to use Northgate, is this an ongoing contract or is there a contract length. Zoë to ask Maria	Zoë
Management of TMO office	Philippe to do a building closure task list to keep by the main door.	
Office equipment	Waiting for money from Council to refund (need VAT registration first) but the spend is exactly on budget.	Philippe Karen
TRA	Need to think about how we manage this	Karen
Budget Report	Need to get VAT sorted so we can get payment from LBS.	
Caretaker JD/recruitment	Feedback by Monday Agreed to advertise locally, LBS website and job centre Question about hours, Zoë to ask Susy and Maria	All Zoë
Open evening	Decided to do the 27 <sup>th</sup> November 6-8pm so office is ready and people have notification Michael to get tea/coffee/cake Maria to do publicity	Michael Maria
Repairs	Maria to do letter to residents to ask them to get their repairs sorted and to do door knocking, generally felt this should be in December, as need to focus on setting up at the moment.	Maria
Meeting dates	Karen to do a list and forward	Karen
AOB	Agreed that Maria can bring her dog to work and Zoë to write to confirm (but be aware that some residents may not like dogs).	Zoë