

Styles House TRA/TMO

January 2014

TRA Hall

Present :	Apologies :
Zoe Kennedy (Chair) Karen Illingworth (Treasurer) Louise Howard-Spencer (Secretary) Martin Kovats (LBS) Dana Tabaquinho Tracey Steadman (LBS) Maria Mckeever Philippe Chery Barbara Sweet	Alex Tabaquinho

Item	Topic	Actions
1.	Last Meeting Minutes & Matters Arising <ul style="list-style-type: none"> • Nothing arising from last meeting. 	
2.	Board Vacancies <ul style="list-style-type: none"> • Ken has stood down from the Board, but would have had to do so due to not attending meetings. • Sue did not stand down, so she is co-opted back onto the Board in her absence. • PC & MM will advertise for new Board Members with a poster. • KI doesn't think it is good practice for two people from the same flat to be on the Board, although it isn't against the rules. • We did not elect a Vice-Chair at the AGM. PC is voted in by a show of hands. • ZK has produced a Board Pack – one of which is distributed to each attendee. • ZK will put a copy of the TMO Rules in it. • Asks to complete Board Skills and return to Maria. • Maria will send ZK a Declaration of Interest. • Officers and Board must sign the Code of Conduct immediately, and then every year going forward. • ZK will give us all the relevant papers to sign (Officers will have supplementary papers). 	<p style="text-align: center;">PC & MM</p> <p style="text-align: center;">ZK ? MM All Officers & Board ZK</p>
3.	Training	

	<ul style="list-style-type: none"> • Lists of In the Driving Seat courses are distributed by Martin. ZK recommends the courses. MK urges the Board to make use of the allowance paid by LBS for training. • We have 4 places on each of the In the Driving Seat courses. 	
<p>4.</p>	<p>Budget</p> <ul style="list-style-type: none"> • We still have some of the start-up budget left. It is a popular suggestion that we purchase a floor buffer with this. Although there is some disagreement and queries over the lack of electric sockets on the landings. • ZK will ask Diana Pochen about the location of sockets and/or what the last cleaners did for electricity. • KI would like to purchase cleaning equipment, a ladder and garden maintenance equipment. She and Maria will draw up a list of items which we need to purchase. • MK states that the contractors must be recalled to remedy the damp areas, return our ladder and wire up the hand dryer in the toilets and tidy up the telephone wiring. Mike (the building supervisor) will be contacted and asked to force the damp issue. • The budget we have is for 2013/14, so we will have to get our figures together for next year's budget. LBS will get the allowance figures in the next month. We should then get ours in ASAP. • KI warns that if we don't receive our figures until mid-March we won't be able to comply. • Maria to find out from the Auditor how to reclaim our VAT. • Contact Susie at Solon to find out if there are any outstanding fees due to them. 	<p>ZK</p> <p>KI & MM</p> <p>?</p> <p>MM</p> <p>ZK</p>
<p>5.</p>	<p>Petty Cash</p> <ul style="list-style-type: none"> • KI – we have a chequebook but no debit card, so if we need cash we have to go to a Metro Bank. • Tracy will find out how Leathermarket get their petty cash float. • We will change our account to one where we can get a debit card. Or change to a nearer branch. • Maria to set up a stationery account with Lyreco for ordering consumables. 	<p>TS</p> <p>KI</p> <p>MM</p>

6.	Phones <ul style="list-style-type: none"> • Change the tariff on the Plus Net contract. Upgrade for £3/month extra. 	PC
7.	TMO Office Hours <ul style="list-style-type: none"> • Currently Monday, Tuesday & Wednesday mornings, this will remain the same for the present. • Maria to talk to Ron at Leathermarket about managing the repairs. • Maria to put together information on how to report repairs With some guidance on what sort of repairs the TMO will carry out, what they are expected to do themselves and what is still the responsibility of the Council. 	MM MM
8.	Monthly Estate Walkabout <ul style="list-style-type: none"> • To remain monthly. They will involve Maria and Philippe. 	
9.	Access to TMO Hall & Booking Rota/Costs <ul style="list-style-type: none"> • Maria suggests £25/hour for non-residents. But they must include set-up and bring-down time. • ZK – there should be a short-term sub-group to work out the logistics. It is decided that this will be KI, PC, BS and MM. 	KI, PC, BS and MM.
10.	Managing Southwark Repairs up to £1k <ul style="list-style-type: none"> • Going onto next month's agenda. 	
11.	Key Safes <ul style="list-style-type: none"> • We can refuse to any more forced entries for some tenants who make heavy demands on this service. • The SMART team can provide and fit key safes. The resident may have to pay for it if they are not eligible through Social Services. ZK will talk to Louise Small about this. 	ZK
12.	TRA Matters <ul style="list-style-type: none"> • We must arrange to have a meeting to discuss redevelopment. • KI to write to Ed Donahue about valves. • KI would like to buy compost for the raised beds in the Summer Garden. • The main entrance door is sticking again. Maria to 	KI MM

	<p>chase up a proper repair.</p> <ul style="list-style-type: none"> • We are all still experiencing back surge and blockages in sinks, causing bad smells. • Louise pointed out that their flat had not been dealt with in the round of blocking the holes with fire retardant material between flats in the heating cupboards. There are others who were not seen too. 	<p>?</p> <p>?</p>
13.	<p>AOB</p> <ul style="list-style-type: none"> • ZK has requested a socket and tap to be fitted to the side of the boiler house. ZK to write formally to Repairs to ask about water rates cost implications. 	<p>ZK</p>

Next planned meeting:
 Wednesday 19 February 2014
 Committee Meeting
 Venue TRA Hall