## **Styles House TMO Board Meeting minutes**

30 January 2019

TMO Meeting Room

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| **Present:**, Linda McLaughlin TMO Manager (LMcL), Philippe Cheri, Barbara Sweet (BS), Mark Wraith Minute Taker, Boyd Walters (BW)Kathy Archbold (KA), Zoe Kennedy (ZK) )Alethea Dougall, LBS (AD), Ursa Deneflee (UD) | **Apologies:** Boyd Walters (BW) |

**AGREED ACTION from previous meeting**

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| **NAME** | **TASK** | **Due date** |
| Boyd/Ursa | Asset list - BW and UD to update the Asset Register. | June 2019 |
| Linda | Gate Further meeting to be held on 6/2/19 to choose contractor | 6/2/19 |
| Linda | LBS had completed its review and would inspect block to assess no / zero tolerance status. | ongoing |
| Zoe/Philippe | Continuance Ballot – will take place in January 2019. | COMPLETED |
| Linda | Write to Eva Gomez with ballot results | February 2019 |
| Kathy/Linda | Design poster publicising ballot result | February 2019 |
| Linda | look for more electrical contractors | ongoing |
| Linda | Shed – carry out shed survey and open waiting list to residents | March 2019 |
| Linda/Ursa | Discuss insurance implications re scaffold | COMPLETED |
| Linda | Contact LV payroll and ask for references | February 2019 |
| Linda | Bank account with debit card - put in writing to Alethea | Outstanding |
| Linda | Bike storage | Outstanding |
| Linda | ask LBS to reduce financial responsibility for repairs to £500 | Outstanding |
| Board | Review Esskay cleaning contract | COMPLETED |
| Zoe/Linda | Set up GDPR subgroup | March 2019 |
| Alethea | Will check if TMO can update joint tenants on IWorld | March 2019 |
| Board | Elect Vice Chair | COMPLETED |
| Linda | Update Business Continuity Policy & circulate | January 2019 |
| Alethea | Check whether duct repair had been completed/cleaning responsibility | February 2019 |
| Philippe/Linda | Catastrophe day | COMPLETED |
| Alethea | Provide advice on which LED fitting can be used in communal arears | February 2019 |
| Philippe/Linda | Ballot publicity | COMPLETED |
| Ursa | Open new accounts & transfer money | COMPLETED |
| Linda | Discuss with cleaners use of cleaning products | COMPLETED |
| Philippe | Clean white laptop | February 2019 |
| Linda | Send Alethea dates of meeting | February 2019 |
| Mark | Provide Urine neutraliser | COMPLETED |
| Ursa | Check whether art exhibition can be extended | February 2019 |
| Linda | Write to JMB about increase in admin charges | COMPLETED |
| HR/Linda | Implement fire safety report recommendations | March 2019 |
| Linda | Send Alethea Fire Safety report | COMPLETED |
| Philippe | Purchase a cheap rechargeable hoover for hall hire users | March 2019 |
| Philippe | Clean red laptop to see if improves use | COMPLETED |
| Philippe/Boyd | Mount projector on ceiling/wall | March 2019 |

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| **2.** | **Declarations of interest:** Linda works for the TMO. Alethea works for LBS. | **All** |
| **3.** | **Minutes of Last Meeting:** Agreed  **Board Meeting Minutes sign off:** Completed | **All** |
| **4.** | **Matters Arising: See agreed action table** | **ALL** |
| **5.** | **Election of Vice Chair:**  Kathy proposed and Philippe seconded nomination of Boyd as Vice Chair.  Meeting voted unanimously in favour. |  |
| **6.** | **Governance**  **Sub-Committees**  Finance – noted  HR – noted |  |
| **7.** | **Business continuity**  Linda to update policy & circulate. | **LMcL** |
| **8** | **Continuation ballot**  Ballot held and successful results.  *Continuing the TMO;*   * Tenants 100% in favour * Leaseholders 100% in favour * Total 100% in favour   *Satisfied with the TMO services*   * 94% of tenants satisfied * 100% of Leaseholders satisfied * Total 96% satisfied with services * Turnout 82%   Alethea congratulated the TMO Board and noted that the high turnout and 100% approval of TMO was a sign of residents’ engagement and full-hearted support. Alethea advised that the other LBS Ballots since she had started had never had a 100% continuing the TMO vote.  Board agreed to accept the result. Linda to write to LBS to advise them formally of the ballot outcome.  Kathy to design post for Linda to put up posters once LBS advised and write formally to absent leaseholders. | **LMcL**  **KA/LMcL** |
| **9.** | **Finance report**  Board agreed with Finance sub Committee recommendation to use LV Payroll, subject to satisfactory references. Linda to contact them.  **Bank account**  Ursa confirmed high interest & easy access bank account opened with nationwide and money transferred. | **LMcL** |
| **10** | **Maintenance**  Linda had written to JMB about their proposed increase in charges – waiting to hear back.  Linda reported there was still a problem with updraft in bathroom duct. Alethea agreed to check whether repair had been completed.  Alethea to check which LED lights were acceptable to LBS if TMO was to change light fittings. | **AD**  **AD** |
| **11** | **Managers Report**  Noted  Linda to send a copy of report to Alethea.  Alethea advised Linda to contact Sustain team if there was a problem with resident maintaining tenancy as a result of arrears. | **LMcL** |
| **12** | **Development update**  **Gate/lobby**  Linda had received 3 quotes and proposed that a separate meeting be held to go through quotes and agree which contractor to choose. Board agreed to hold meeting on Wednesday 6 March at 6.30pm.  **TFL and redevelopment**  Board discussed recent developments. Agreed to update residents. | **LMcL**  **ALL** |
| **13** | **Meeting room/Arts project**  Discussed the need for a fourth event in line with grant conditions. Ursa to check whether an extension would be possible.  Will focus on hiring gallery from next year | **UD** |
| **14** | **TRA**  Nothing to report |  |
| **15** | **AOB**  Rechargeable hoover – to be purchased  White laptop - clean  Get the projector put on the ceiling above the door | **PC**  **PC**  **PC/BW** |

**Next planned meeting: 27 March 2019 @ 7pm**

Venue: Meeting Room

…………………………. Date:

Philippe Chery

Chair