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

21st November 2018

TMO Meeting Room

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| **Present:**, Linda McLaughlin TMO Manager (LMcl), Philippe Cheri, Barbara Sweet (BS), Mark Wraith Minute Taker (MW), 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. | January 2018 |
| Linda | Consultation meeting on gates held on 25/7/18 and consultation form delivered to residents who were unable to attend. | ongoing |
| Linda | letter to LBS re fire safety risk report, council carrying out a review and going to cabinet in June. | On hold until end of LBS review |
| Zoe/Philippe | Continuance Ballot – will take place in January 2019. | January 2019 |
| Linda | Quote received an approved. Alarm to be serviced and extended to meeting room | October 2017 |
| Linda | Linda to look for more electrical contractors | October 2018 |
| Linda | Shed – carry out shed survey and open waiting list to residents | By end March 2019 |
| Linda | Appoint contractor to complete office testing - Done | Completed |
| Linda/Ursa | Discuss insurance implications re scaffold | October 2018 |
| Linda | Bank account with debit card - Linda had spoken to Alex and was to put in writing to Alethea | Ongoing |
| Linda | Bike storage | Outstanding |
| Linda | Financial responsibility for repairs – Linda to ask LBS to reduce this to £500 | November 2018 |
| Board | Review Esskay cleaning contract | November 2018 |
| Zoe/Linda | Set up GDPR subgroup | November 2018 |
| Linda | NFTMO awards – query nomination process with LBS | COMPLETED |
| Linda | Shutters – Linda to raise order for improvement work, - done | September 2018 |
| Linda | Discuss monthly invoicing with JMB - done | September 2018 |
| Linda | Maintenance report Include graph/information on expenditure Done | September 2018 |
| Linda | £50 donation Celia Hammond Trust Done | October 2018 |
| Alethea | Provide details of bank TMOs use Done | October 2018 |
| Linda | Consultation – discuss with LBS requirements Done | September 2018 |
| Alethea | Will check if TMO can update joint tenants |  |

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| **2.** | **Declarations of interest:** Linda works for the TMO | **All** |
| **3.**  **4.** | **Election of officers:** (Alethea chairing)  Chair – Philippe  Nom Zoe and Ursa  Vice Chair – defer for next meeting  Secretary – Zoe  Nom Philip and Ursa  Treasurer – Ursa  Nom Philippe and Zoe  STOMLC – Zoe  Nom Philippe and Barbara  Area forum – Philippe and Barbara  Nom Kathy and Mark  **Minutes of Last Meeting:** Agreed  **Board Meeting Minutes sign off:** Completed | **All** |
| **5.** | **Matters Arising: See agreed action table** | **All** |
| **6.** | **Governance**  **Sub-Committees**  Finance – to note  HR – to note |  |
| **7.** | **Business continuity**  Linda to update  Agreed to hold test  Lone working policy approved | By March 2019 |
| **8** | **Continuation ballot**  14th and 28th January 2019  Each tenant and leaseholder gets a vote, joint get a vote each  Will put articles in newsletter  Will write in first week in December  Posters |  |
| **9.** | **TMO Managers Report**  No questions  Concerns about pact of universal credit on rent |  |
| **9.** | **Finance report**  Have a surplus of £14k though owe around £4K for repairs  Board agreed the budget  **Bank account**  Ursa has applied for a business savings account, a three month account initially and would like an instant access account. £35k in total, £20k in notice account, £15k in instant access. Ursa will review at finance sub committee |  |
| **10** | **Cleaning contract review**  Happy with the service, would like to extend  Concerned about the smell of cleaning fluid, consider air fresheners  Mark will suggest urine smell neutraliser |  |
| **11** | **Maintenance**  JMB increasing their maintenance fee from 20% to 40%. Starting in January  Will ask them to start in April. Not happy with the increase, will look to use other contractors. Will ask them to consider increasing repair costs instead |  |
| **12**  **13** | **Managers Report**  Noted  Linda to send a copy of report to Alethea  **Room charges**  Discussion about unfunded groups, agreed £20 per hour  Councillors and MPs would be at public sector rate  Alcohol use – will take a deposit. Agreed reasonable alcohol use at discretion of management committee, but no bar or party, no alcohol sales  Walkabout  None held one  Report back from meetings and training  STOMLC AGM  Linda has done excel training |  |
| **13** | **Development update**  **Gate/lobby**  Linda has asked for a drain survey from the council  Waiting for Silk and Mackman quote  Will hold a meeting focusing on gate  **TFL and redevelopment**  Meeting tomorrow to discuss | **LMcL**  **ALL** |
| **14** | **Meeting room/Arts project**  Had a really good event with a new artist  Will focus on hiring gallery from next year |  |
| **15** | **TRA**  Nothing to report |  |
| **16** | **AOB**  Rechargeable hoover – agreed  Laptop  Get the projector put on the ceiling above the door  **Hours**  Linda is working 21 hours, will be difficult for her to do less while working on the gate and ballot. Will review end of March |  |

**Next planned meeting: 21 November 2018 @ 7pm**

Venue: Meeting Room

…………………………. Date:

Philippe Chery

Chair