## **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 – PhilippeNom Zoe and UrsaVice Chair – defer for next meeting Secretary – ZoeNom Philip and UrsaTreasurer – UrsaNom Philippe and Zoe STOMLC – ZoeNom Philippe and BarbaraArea forum – Philippe and BarbaraNom 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 updateAgreed to hold testLone working policy approved | By March 2019 |
| **8** | **Continuation ballot**14th and 28th January 2019Each tenant and leaseholder gets a vote, joint get a vote eachWill put articles in newsletterWill write in first week in December Posters |  |
| **9.** | **TMO Managers Report**No questionsConcerns 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 JanuaryWill 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** NotedLinda 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 rateAlcohol use – will take a deposit. Agreed reasonable alcohol use at discretion of management committee, but no bar or party, no alcohol salesWalkaboutNone held oneReport back from meetings and training STOMLC AGMLinda has done excel training  |  |
| **13** | **Development update** **Gate/lobby**Linda has asked for a drain survey from the council Waiting for Silk and Mackman quoteWill 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 LaptopGet 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