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

1 August 2018

TMO Meeting Room

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

**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. | October 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 |
| Ursa/Boyd | Draft leaflet for contacts in event of death. | Ongoing |
| Philippe/Linda | Philippe agreed to complete walkabout with Linda | August 2018 |
| 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 2018 |
| Linda | Linda to look for more electrical contractors | October 2018 |
| Linda | Linda to compile holiday cover sheet for Board members | Completed |
| Linda | Shed – carry out shed survey and open waiting list to residents | October 2018 |
| Linda | Appoint contractor to complete office testing | October 2018 |
| Linda/Ursa | Discuss insurance implications re scaffold | October 2018 |
| Boyd/Ursa | Scaffold & lighting discuss | Completed |
| 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 |
| Linda | Agree cleaning hours with contractor | Completed |
| Board | Review Esskay cleaning contract | November 2018 |
| Zoe/Linda | Set up GDPR subgroup | November 2018 |
| Linda | Linda to send Easy fundraising link to Board members. | Completed |
| Linda | NFTMO awards – query nomination process with LBS | November 201 |
| Linda | Shutters – Linda to raise order for improvement work, | September 2018 |
| Linda | Discuss monthly invoicing with JMB | September 2018 |
| Linda | Maintenance report Include graph/information on expenditure | September 2018 |
| Linda | Consultation – discuss with LBS requirements | September 2018 |

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| **2.** | **Declarations of interest:** Linda works for the TMO | **All** |
| **3.** | **Minutes of Last Meeting:** Agreed  **Board Meeting Minutes sign off:** Completed | **All** |
| **4.** | **Matters Arising: See agreed action table** | **All** |
| **5.** | **Governance**  **Continuation ballot**.  This will take place in January 2019.  It was agreed that TMO Manager will carry out ballot work/notification and TMO to set up a sub group when dates are known.  **Sub-Committees**  HR sub to meet on 16/8/18.  Finance sub had met on 11/7/18 and had considered Q! return and quarterly budget comparison only. | **LMcL/ All** |
| **6.** | **Q1 return**  Board considered LBS return. Board noted that JMB still late in producing invoices. Linda to chase JMB for invoice and information. Linda to consider whether monthly invoicing would be more efficient.  Linda to ask LBS for the amount to be reduced from £1000 to £500 as per Lee Page email.  Linda advised that income was greater than LBS allowances. Budget and expenditure took into account greater income.  Board noted arrears had increased as a result of new Universal Credit claims. Linda to monitor closely. | **LMcL**  **LMcL** |
| **7** | **Budget/Quarterly expenditure**  Ursa introduced the quarterly spend against projected budget. Ursa highlighted that we had meet forecasted income for 18/19. Any future income from the hall hire or fobs would be additional income.  On target for income but underspend on expenditure however as still to receive JMB invoice for repairs & void. Although there had been no spending against in some areas eg. Audit and insurance – this would be made in future quarters. Finance sub would continue to monitor. |  |
| **8.** | **Estate Cleaning**  Board considered report & recommendations and agreed to offer Esskay permanent contract. Board will review in 3 months. | **ALL** |
| **9** | **Bank Account Update**  Nothing to report |  |
| **10** | **Maintenance Report**  Linda advised that she was still waiting to receive information and prices from JMB. As a result, she hadn’t produced a report. Zoe asked that next report included table on expenditure per repair category.  Board considered quotes for servicing the alarm and agreed to go with lower cost. Linda to order work.  Board agreed to add shutter automatic closer control on inside of hall. This was to be regarded as an improvement. Linda to order work | **LMcL**  **LMcL**  **LMcL** |
| **11** | **GDPR**  Linda attended training on GDPR and will ensure the organisation is compliant. Zoe agreed to work with Linda on policies and an impact assessment.  The TMO will have a ‘legitimate interest’ in retaining residents contact details etc. | **LMcL /Zoe** |
| **12** | **TMO Managers Report**  As per report. Concerns around universal credit and impact on rent arrears. |  |
| **13** | **Fire Safety Issues**  Concern about use of BBQ in gardens, but no specific reason to refuse use of them, but shouldn’t use on balcony. |  |
| **14** | **Walkabouts**  Completing with Philippe in August 2018 | **PC/LMcL** |
| **15** | **Report back from meetings/training**  Philippe had attended National Federation of TMOs (NFTMO) annual conference. Lots of discussion and useful suggestions from other TMOs. Board agreed to check on nominations for TMO awards. Who made the nominations etc. Linda to raise with LBS. | **LMcL** |
| **16** | **Development update**  **Gate/lobby**  Southwark have written to say we can bid for CCTV on gates, offer match funding. To be completed by 7/9/18. Bid first as this would assist with overhaul of front entry  Linda receiving more consultation forms; of those received favoured slatted gate.  Linda to discuss with LBS consultation requirements.  **TFL and redevelopment**  No update | **LMcL**  **LMcL** |
| **17** | **Meeting room/Arts project**  In response to Sue’s request agreed £15ph as it was a voluntary group. |  |
| **18** | **TRA**  Information on bank account outstanding – Linda to draft letter for Zoe to use with bank. | **ZK/LMcL** |
| **15** | **AOB** |  |

**Next planned meeting: 19 September 2018 @ 7pm**

Venue: Meeting Room

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Philippe Chery

Chair