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

17 January 2018

TMO Meeting Room

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| **Present:** Boyd Walters (BW), Linda McLaughlin TMO Manager (LMcL), Barbara Sweet(BS), Ursa Deniflee, Zoe Kennedy (Minutes) | **Apologies:** Kathy Archibald, Philippe Chery, Alex Heslop TMI Manager |

**AGREED ACTION from previous meeting**

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| **NAME** | **TASK** |  |
| Linda | Cloud storage & Outlook LMcL to provide a list of the issues that PC needs to check with internet provider & info on back-up solutions. | Outstanding |
| BW/UD | Asset list- Linda has managed to find the asset list from 2014. BW and UD will be updating this. | Ongoing |
| UD/LMcL | Control procedures for petty cash | Completed |
| Zoe | Ongoing noise nuisance- Zoe is still in discussions with the bars | Completed |
| Linda | New gate project. Linda contacting LBS Officers | ongoing |
| Linda | Linda to meet Fair Community Housing re handyperson | Completed |
| Linda | Draft letter to LBS re fire safety risk report | Ongoing |
| UD/BW | Draft leaflet for contacts in event of death | 31/3/18 |
| Linda | To Daft Financial procedure changes and write to LBS | Completed |
| Linda | To provide bank resolutions on headed paper | Completed |
| BW/KA | To complete a walkabout and produce report | Outstanding  |
| Kathy | December news letter | Completed |
| Zoe | Contact TRA officers to transfer monies to TMO | Outstanding |
| Linda | Draft List of Board Meetings dates for approval | Completed |
| Boyd | To ask others to join Social Sub-Committee | Ongoing |
| Linda | Raise about holding a Grenfell memorial across TMOs | Ongoing |

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| Linda | Linda to ask Alex about bank account |  |
| Linda | Linda to write to flat where hole was cut in hallway | ASAP |
| Linda | Linda to add planned maintenance to repairs report |  |
| Linda | Linda to contact council to ask cause of lights outage two nights ago |  |
| Linda | Linda to produce report on plans for gate by end Jan |  |
| Linda | Linda to write to residents about fire safety and ask council about providing feedback |  |
| Linda | Linda to ask LBS how they can feed into review of zero tolerance  |  |
| Linda | Bike storage |  |

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| **Item** | **Topic** | **Actions** |
| **1.** | **Apologies:** As above | **All** |
| **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**Committee membership*HR* Zoe and Barbara*Finance*Ursa and Boyd*Comms/Tenant involvement*Philippe, Boyd and Kathy*Garden and allotment*Ursa, Philippe and Boyd (invite an external person)Membership of external committeesSTMOC – Zoe KennedyMeeting timetableFinance sub-committee meetings will take place in month after end of quarter, plus an additional meeting in Q4 for budget setting. Dates agreed and can be publicised on website.HR minutes– to follow | **Philippe****Linda** |
| **6.** | **Finance**Refused a community account, could pay for internet access at Metro for twenty pounds a month but will instead add extra people to account who can assist with the telephone banking demands.Saving account set up and £85,000 deposited at .08% interest.Open a separate Metro account with a debit card for Linda to use, topping up by 250 pounds a month rather than Pockit. Linda to ask Alex.Meeting considered finance summary and noted that TMO was overspent for year – primarily due to Leasehold clawback, additional staff and pension set up. Agreed that there should be careful consideration of whether expenditure was essential before making any further purchases. Finance Sub was meeting on 25/2/18 and a more in-depth assessment made, and proposals made. Finance Sub to report back at next Board meeting | **Ursa****Linda****Finance Sub** |
| **7** | **Maintenance:**See report, repairs list given to FCH and awaiting feedback Linda to write to resident who cut hole in propertyLinda to add planned maintenance to repairs reportsCouncil complaining about emergency lights call outs – Linda to contact LBS about last call out. | **Linda****Linda****Linda** |
| **8.** | **LBS Quarterly return** – see attached reportDoing very well on rents, only 11 people in arrearsFigures for repairs completed on time is a concern, along with budget and void loss, though the council paid £577.15 as a rent waiver for the delay handing over the keys. Linda advised that she was still waiting for figures from Leather market JMB and this impacted on the figures. |  |
| **9** | **Managers’ report**- see reportLinda to produce an options paper and timescales on plans for the entrance by end Jan | **Linda** |
| **10** | **Fire Safety –** Main things council wants is 1) metal gates removed and 2) everything from landings.Linda to write to residents as agreed, to warn in advance of the fire approachLinda to ask about how to feed into reviewLinda to review bike parking | **Linda****Linda** |
| **11** | **Walkabouts –** Boyd to do | **Boyd** |
| 12 | **Report back from Meetings/Training**Ursa was due to attend minutes training, but LBS did not contact her.  |  |
| **13** | **Development update –** ask Neal to do a letter and meet.Gate – Linda to follow up email to Alex and arrange meeting. | **Linda** |
| **14** | **Meeting room** – Ursa got funding for art, will hold in AprilReview the *resident rate for hire*, 6 pounds an hour and 20 pounds for four hours | **Ursa** |
| **15** | **TRA –** no issues. Zoe to follow up with monies from TRA account. | **Zoe** |
| **15** | **AOB –** received excellent feedback about the Xmas food vouchers and hampers |  |

**Next planned meeting: 28 March 2018**

Venue: Meeting Room

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Philippe Chery

Chair