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

23 May 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 (MW), Zoe Kennedy Minute Taker (ZK),) Ursa Deniflee | **Apologies:** Kathy Archibald, 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 | New gate project. Linda contacting LBS Officers and getting other quotes. | ongoing |
| Linda | letter to LBS re fire safety risk report, council carrying out a review and going to cabinet in June. | On hold until LBS review completed |
| Ursa/Boyd | Draft leaflet for contacts in event of death. | Ongoing |
| Boyd/Linda | To complete a walkabout and produce report. | Arranged for June |
| Zoe/Philippe | Continuance Ballot – confirm date of ballot | July 2018 |
| Linda | Alarm to be serviced and extended to meeting room | June 2018 |
| Linda | Linda to look for more electrical contractors | July 2018 |
| Linda | Linda to compile holiday cover sheet for Board members | 14/6/18 |
| Linda | Shed – carry out shed survey and open waiting list to residents | September |
| Linda | Appoint contractor to complete office testing | Mid June |
| Linda/Ursa | Discuss insurance implications re scaffold | June 2018 |
| Boyd/Ursa | Scaffold & lighting discuss | June 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 | September 2018 |
| Linda | Agree cleaning hours with contractor | June 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**.  Need to hold every five years to formally vote for continuance of TMO.  Need to check year ballot was held.  Ballot involves; sending notification to council and tenants (can use newsletter), ballot paper to be approved by council prior to ballot.  Two different coloured ballots.  A majority of tenants have to approve. Have two weeks to vote.  Can employ an agent or use TMO Manager and LBS will open the ballot box.  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**  As per minutes emailed out, noted. | **LMcL/ All** |
| **6.** | **Q4 return**  Collected 101.9% of rent for the year, was able to collect 3K additional from Southwark. Three accounts with Southwark currently, will ask for one back.  Expenditure  Communal repairs carried out by Southwark – Linda to ask LBS for the amount to be reduced from £1000 to £500 as per L:ee Page email.  Still having a low level of repairs  Arears cases have fallen from 14 to 18, from 6K to 2K, 51% reduction year to date. | **LMcL** |
| **7** | **Budget**  Linda provided an overview of the budget, worked on very conservative figures  Asked auditor about using Sage to see if this saves money. Will shop around on payroll | **LMcL/UD** |
| **8.** | **Estate Cleaning**  See report. Only considered contractors who pay the London Living Wage  Currently using Esskay for two months to cover vacancy.  Linda to ask all contractors for references.  Will discuss with other TMOs  Agreed cleaners want to start at 8am, would like 9-12 Mon-Wed-Fri, Linda to discuss with contractors | **LMcL** |
| **9** | **Bank Account Update**  Agreed to stay with Metro account | **UD** |
| **10** | **Maintenance Report**  As per report.  Linda to investigate using St Mungo’s  Will add cost to the repairs info for future reports  Bulk refuse will now be LBS’ responsibility as per the management Agreement. | **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**  Doing in June |  |
| **15** | **Report back from meetings/training**  Nothing additional. | **All** |
| **16** | **Development update**  **Gate/lobby**  Southwark have written to say we can bid for CCTV on gates, offer match funding  Linda to write to residents and invite to a meeting  **TFL and redevelopment**  No update |  |
| **17** | **Meeting room/Arts project**  Meeting tomorrow. Need to get a stepladder. | **BW/UD** |
| **18** | **TRA**  Zoe to progress on bank account | **ZK** |
| **15** | **AOB –** Linda to send link for easy fundraising | **LMcL** |

**Next planned meeting: 1 August 2018 @ 7pm**

Venue: Meeting Room

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Philippe Chery

Chair