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

19 September 2018

TMO Meeting Room

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

**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 | COMPLETED |
| 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 | October 2018 |
| Linda | Appoint contractor to complete office testing | October 2018 |
| 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, | September 2018 |
| Linda | Discuss monthly invoicing with JMB | September 2018 |
| Linda | Maintenance report Include graph/information on expenditure | September 2018 |
| Linda | £50 donation Celia Hammond Trust | October 2018 |
| Alethea | Provide details of bank TMOs use | October 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**  **Sub-Committees**  Board noted Finance & HR sub minutes.  LB Southwark Monitoring report  Board noted and agreed Alethea Dougall’s |  |
| **6.** | **AGM Preparations**  AGM taking place on Wednesday 3 October 2018  Linda confirmed Auditor and Alethea Dougall (LBS) were attending.  Agreed to purchase sandwiches and cake/ light refreshments for AGM. | **BW** |
| **7** | **Hall Hire**  The Board discussed the different categories of charge to hire out the hall ie it is £6.00 for a resident to hire out the hall but £20.00 if they hired out it out for a group they were members of. Board agreed that, subject to group being approved by Styles House, that residents could hire out the hall for a lower amount. Board agreed that corporate hire of hall, even if residents were involved would be higher. The Board discussed expanding the rates to include voluntary and not for profit groups.  The board discussed alcohol at art exhibitions/social events.  Zoe agreed to review charges and circulate, based on discussion. | **ZK** |
| **8.** | **Maintenance Report**  Linda advised Board that AE Elkins att5ending on 20/9 to remedy the leaks. JMB’s 1st Q invoice received but was querying a job before paying.  Alarm being serviced on 26/9/18 and an additional control panel installed at entrance to hall.  Internal shutter control would be completed on 26/9/18. |  |
| **9.** | **TMO Managers Report**  As per report.  Confirmed 100% of tenancy checks completed.  Void turned around in 28 days (previous voids 40 & 84 days)  Board confirmed that they were happy to offer ASB support to Applegarth when their TMO Manager on leave; Applegarth will provide same service when Linda on leave. |  |
| **10** | **Fire safety Report**  UK Safety attending ibn October to assess office |  |
| **11** | **Walkabouts**  Nothing to report |  |
| **12** | **Report back from meetings/training**  Linda reported that TMOs could nominate themselves for awards at the NFTMO conference. Linda & philippe had timetabled a date for 2019 to consider a TMO nomination | **LMcL/PC** |
| **13** | **Development update**  **Gate/lobby**  Southwark’s funding on CCTV would come at a cost of £2000 per leaseholder and a running cost of £2pwk. Board agreed not to pursue this.  Linda to discuss with LBS consultation requirements.  Silk & Mackman will be attending to provide a quote.  **TFL and redevelopment**  Board agreed to attend a TfL consultation meeting concerning their redevelopment plans. | **LMcL**  **ALL** |
| **14** | **Meeting room/Arts project**  Nothing to report |  |
| **15** | **TRA**  Nothing to report |  |
| **16** | **AOB**  **Celia Hammond Trust**  Board agreed a £50 donation to thank the Trust for its assistance with the removal of the cats.  **Bank Account**  Alethea to provide details of banks other TMOs use as there were problems opening one. | **LMcL**  **AD** |

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

Venue: Meeting Room

…………………………. Date:

Philippe Chery

Chair