

Styles House TMO Board Meeting

17th January 2015

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| Present : Alex Tabaquinho, Dana Tabaquinho (Minutes), Karen Illingworth, Michael Conlan, Philippe Cherry, Zoe Bulmer (Chair), Richard Walsh | Apologies : Tracey Steadman, Barbara Sweet, Louise Spencer, Sue Dellet |
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AGREED ACTION:

| NAME | TASK |
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| A) KI | To confirm with Tracey procedures on changing some of the documentation (example: Responsibilities/Duties of the Secretary) |
| B) PC & RW | Richard to purchase a laptop following research from Philippe |
| C) PC & RW | Newsletter: Recommendation about purchase "Contents Insurance" after his research done to residents ; to be created by PC and RW Other recommendations : See point 7. under Newsletter |
| D) PC & KA/TJ | Kathy to create Logo for Styles House TMO; Tim to provide photos for Website |
| E) ZB | Inside Entry door serves as "Fire door"; Zoe to check with Southwark Council options for possible replacement |
| F) RW | Drain - Stage 2 complaint withdrawn. Identify what was actually done. |
| G) KI | To send letter of complain regarding of problems to access "Rent Statement" in order to provide to residents |
| H) ZB & TS | PAT test - Zoe to contact Tracey if this has been done and when |
| I) KI & RW | Dropbox shared - to sort out filing system |
| J) see point 6. ZB | Driving Seat - Training programme 2015 to be attended; Zoe to confirm with absentee form the meeting (Barbara/Louise/Sue) |
| K) ZB see point 7. | Funding applications - suggestion for spending welcome once funding received |
| L) RW DT & RW | To update Risk registration for Finance; VAT return to be done by RW DT to assist to RW with spreadsheets - to see if anything can/need to be improved Other recommendations: See point 7. & 10. under Finances |
| M) RW | To issue Agenda for General meeting due on 29 th Jan 2015; to provide advanced notice of the meeting due |
| N) RW | Repairs & Estate issues - see point 10. |

| Item | Topic | Actions |
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| 1. | Introduction and Apologies | See above |
| 2. | Declaration of Interest | None |
| 3. | Minutes and Matters Arising from 10th December 2014 Board Meeting - Agreed to follow up with recommendation as per RPI from 1 st April; to be revised each year - agreed to purchase a Projector when 1 st time required | Agreed To do by ZB |
| 4. | PAT test | See Task H |
| 5. | Duties of TMO members | See Task A |

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| 6. | <p>Driving Seat - Training programme 2015 to be attended: 31st Jan Essentials for New Committee member - Michael 28th Mar TMOs & the Law - Alex/Dana 25th Apr Fundraising for TMO - Michael/Zoe 30th May Financial management - Karen/Philipe 27th June Staffing - Barbara 26th Sep Involving residents - Michael/Louise 31st Oct Risk & Housing Management - Philipe/Sue</p> | See task J |
| 7. | <p>Sub Committee Reports and items:</p> <p><u>Communications Committee:</u> - purchase of Laptop and/or Projector - Newsletter to include update/information about flooring, Contents insurance, Rent statements update, review what we have done/achieved so far for last year and what are our goals as well as what we are up to currently (including the link for Styles House TMO website), update on Finances as per Budget 2014 against Actual spending - Logo to be created by Kathy; please provide ideas/suggestion - Website to be rewed; Tim to provide new photos; - Shared Dropbox to be updated by Karen;</p> <p><u>Garden Committee:</u> - ZB applied for “Cleaner & Greener Funding” - waiting for update - ZB applied for “Community Engagement Funding” - waiting for update; to be used for Members Day trip; to update Communal garden and/or its renovation</p> <p><u>Finance Committee :</u> - Minutes from 14th Jan 2015 Finance Committee meeting has been reviewed and agreed - Auditor`s Report has been rewed - 2nd Lebara card - to be applied for in order to use for Social events purchases - additional cheque signatories required as per Auditors advise - Karen; Zoe; Philipe</p> <p><u>Social Committee:</u> no report</p> | <p>See Tasks B See Tasks C/G</p> <p>See Tasks D See Tasks D See Tasks I</p> <p>See Tasks K See Tasks K</p> <p>See task L</p> |
| 8. | <p>Main entry - G Floor windows to be discussed on “Board Training” on 17th Jan 2015 - Inside entry door : serves as “Fire door”, for this can not be removed, however it can be replaced at estimated £1600.00</p> | See Task E |
| 9. | <p>Agenda for General meeting due on Thursday 29th January 2015 -Social events -Flooring update - Possible investments/improvements at Styles House communal areas</p> | See task M |
| 10. | <p>TMO Manager report: Research on Insurance for Events & TMO: has been renewed; for more details</p> | |

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| | <p>contact RW</p> <p>Newsletter update: See point 7. under Newsletter</p> <p><u>Finance:</u></p> <ul style="list-style-type: none"> - VAT return to be done by RW; due to delayed return we are expecting to be issued with penalties from HMRC - Telephone mast: payment to be chased by RW - Budget from Apr 2014 to Dec 2014 explained by RW and reviewed at today`s meeting; underspend to be invested in the future improvements <p><u>Repairs & Estate Issues:</u></p> <p>Tap - ongoing</p> <p>Drainage deep clean - RW to get dates from Leathermarket when it has been done and follow up report</p> <p>Complaints and Compliments: none</p> | <p>See task C</p> <p>See task L</p> <p>See task N</p> |
| <p>11.</p> | <p>AOB</p> <ul style="list-style-type: none"> - Drain - Stage 2 complain - Squatters - would like to come to meeting to discuss any issues; it has been agreed we have no currently an interest of meeting with them - Key boxes has now been purchased and/or codes reprogrammed by KI; “ Public Box” includes key for shutter door, back door and white pvc entry door | <p>See task F</p> |

Next planned meeting:

General Meeting 29th Jan 2015 - Canceled due to short notice
Board Meeting 4th Feb 2015