

Styles House TMO Board Meeting

10th May 2017

TMO Meeting Room

Present: Philippe Chery, Zoë Kennedy, Boyd Walters, Richard Walsh, Barbara Sweet, Alex Tabaquinho, Ursa Deniflee, Michael Conlan, Alex	Apologies: Kathy Archibald
---	-----------------------------------

AGREED ACTION from previous meeting

NAME	TASK	
All	Tablet – will buy one for Michael	
Ursa	Projector – Boyd and Ursa to buy projector.	
Philippe	Cloud storage – Going with Microsoft. Ongoing	
Temp officer	Richard to do contract	
Philippe	To arrange meeting with Victoria	
Richard	Closer on small gate in main block	
PW, BD	Philippe to do first aid training, Boyd to do organising an event.	
Fire safety repairs	– were sent to the Richard to email fire safety team. them and copy in LBS Alex.	
Orange (mobile telephone mast) cupboard	LBS Alex will try to establish who has their contact details.	
Bank and TRA	Zoe to email instructions for Co-op Richard to speak to George Grimes at Brenchley, to understand how to close down the TRA	
Water rates	Zoe to forward letter	
Budget report	Ursa to do on reduced budget	

Item	Topic	Actions
1.	Apologies: As above	All
2.	Declarations of interest: Richard works for the TMO, Alex works for LB Southwark	All
3.	Minutes of Last Meeting: Agreed Board Meeting Minutes sign off: Done.	All
4.	Matters Arising: Meeting with Jack's. Philippe to contact her with the new date. Meeting dates – General Meeting due for April, cancelled due to terrible weather. AGM – Wednesday 4 th October Confidentiality agreement – Richard has updated the policy and procedure by	All

	<p>adding the TMO logo etc and made some small changes. The policy focused on confidentiality for staff, Richard has changed this to focus on staff and residents. He added text about board members being in the office with residents and the need to respect and ensure confidentiality. Added the current board confidentiality agreement, so there is one for staff and one for board members. Changes were agreed by board.</p> <p>Boyd arranged the decorators</p> <p>Grounds maintenance – contract signed.</p> <p>Self-closing gate on studio – done and working well. Board agreed to have put on small gate.</p>	
5	Recruitment – See Confidential Minutes, p.4	
6.	Governance – reviewed the list. Agreed that Richard will focus on polices once Romaine has picked up the day to day work.	All
	<p>Sub Committee Meetings</p> <p>Finance meeting at end of April, Richard to send minutes</p> <p>Ursa will produce a report on the reduced budget expected next year when we will have around £8K less. Richard to recirculate the budget info.</p> <p>H&S check went ahead.</p>	
6.	<p>Manager’s report</p> <p>Leak payment – Richard to email Alex to raise issues from letter – criticises the TMO and doesn’t recognise our role in making the complaint and pursuing it</p> <p>NFTMO – Boyd and Philippe to go, Richard has informed Leathermarket we will use their bus for travel.</p> <p>1 sickness day</p> <p>Quarter 4 report – is late, will be end of May (the submission date has been agreed with Alex from LBS)</p> <p>Walkabout – repairs raised with Leathermarket. They have advised they are awaiting costs.</p> <p>Fire safety repairs – were sent to the fire safety team. Richard to email them and copy in Alex.</p> <p>Ursa to try to see Coopers Close manager about training – Alex to find out who it is</p> <p>The average monthly spend is up significantly due to the water rate refunds. The Council paid the TMO £14018 to make these refunds.</p> <p>Water rates – Zoe to send letter to board prior to sending out</p> <p>Misleading Thames Water mailings to tenants – Alex to raise this issue at Southwark</p> <p>Alex has been updating the website, will add Kathy to list of board members</p> <p>Finance – As report</p> <p>Tenancy checks – one appointment for tomorrow. Romaine to pick up as a task</p> <p>Improvements – waiting for briefing on use of approved list. Leathermarket have a major work manager, Richard is to speak to him.</p> <p>Highlight report – Richard to bring to next meeting as we can’t remember the outstanding issue</p> <p>Compliments – received one about the studio gate</p>	Philippe/Richard
7.	<p>Fire Safety issues – problem with things outside people’s doors, bikes etc, metal gates. Will raise the danger with residents in next newsletter.</p> <p>Metal gates – Richard has leafletted everyone or spoke to people individually. Will remove when a property is void and add something to the newsletter.</p> <p>Need exit signs in the studio.</p>	Richard

	<p>Walkabouts – Damage to walls about the bin chutes. Will get them cleaned and a survey, should cost less than £700. The Council may be responsible for the repair, will discuss once we get the survey report.</p> <p>Need to raise awareness of use</p> <p>Small cupboard on edge of building at flat 4 – belongs to Orange. LBS Alex will try to establish who has their contact details.</p>	
8.	<p>Hall hire – got plants. Agreed hall hire agreement.</p> <p>Full day - £120, half day £70. Existing clients are paying £60 for a day (not for profit) will continue with this.</p>	
9.	<p>Bank Account</p> <p>Zoe to email instructions for Co-Op bank. Barbara managed to get the address changed over and Ursa added to the Metro Bank Account.</p> <p>Richard to speak to George Grimes at Brenchley, to understand how to close down the TRA</p>	Zoe, Richard
10.	<p>Procurement and development</p> <p>As per managers' report</p>	Philippe/Richard
11.	<p>U&I update</p> <p>Philippe to send letter/report to Southwark tomorrow</p>	All
12.	AOB	All
13	<p>DONM</p> <p>Next meeting: 5th July 2017, 7pm</p>	

Confidential Minutes

5	<p>Recruitment – Romaine Rubie recruited a part-time housing officer, to do around 10 hours a week. Will be working to Richard on Wednesday and Thursday 10 – 3. Hourly rate £15. Agreed to offer a three-month contract. Richard to do a contract.</p> <p>Also recruiting a perm TMO manager as Richard is leaving at the end of June. The closing date night for the TMO Manager post is tonight. Need to send CVs to LBS to review. The Panel is made up of Ursa, Philippe, LBS and Jon Harford, FCS Manager, and the interviews take place on will be on the 22nd or 25th May. Philippe to send CVs in the meantime to Alex from LBS. The interview day will include a walkabout and an opportunity to ask questions in the interview about the estate. Michael and Boyd to show the applicants around. Testing – the Board discussed this and will do after interviews if it is felt that it is required.</p>	RW
----------	---	-----------

Next planned meeting: 5th July 2017, 7pm

Venue: Meeting Room

Minutes agreed on: _____

Signed (Chair): _____