

Styles House TMO Board Meeting minutes
30th January 2020
TMO Meeting Room

Present: , Philippe Chery (PC), Barbara Sweet (BS), Alethea Dougall LBS (AD) Linda McLaughlin TMO Manager (LMcL), Kathy Archbold (KA), Zoe Kennedy (ZK), Mark Wraith (MW) Ursa Deniflee (UD)	Apologies: Boyd Walters (BW)
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AGREED ACTION from previous meeting

NAME	TASK	Due date
Linda	Look for more electrical contractors	ongoing
Linda	Bank account with debit card - put in writing to Alethea	Outstanding
Linda/Zoe	TMO allowances – Linda to send out draft	COMPLETED
Althea	New garden waste service – signed up but not being collected. To be chased by Althea	COMPLETED
Zoe/Linda	Zoe to propose new policies on GDPR for all TMOs following training	March 2020
Linda/Ursa	Order raised to paint 1 SH flat door. Check colour Ursa	January 2020
Alethea	Re-check with LBS status of duct repair and cleaning of vents	Sept 2019
Alethea/Linda	Communal lights & timer query. Meet with LBS	February 2020
HR/Linda	fire safety report recommendations – revise draft policy.	COMPLETED
Linda	Write to all board members re training needs	January 2020
Linda	Amend Financial Standing orders to include new Board delegated authority re write offs to Board and seek LBS approval	Completed and further amendments made.
Board	To discuss LBS disrepair policy & proposals following LMcL's disrepair training.	March 2020
Linda	To chase LBS installing timer for lobby lights as per other communal areas.	February 2020
Linda	Send list of meeting dates to all Board members	COMPLETED
Board	Send Philippe work items for TMO manager's work plan 2020	COMPLETED
Linda	Photographer attended and took photographs	COMPLETED
Philippe	Purchase biscuits / chocolate for Xmas delivery 11/12/19	COMPLETED
Linda	Deliver Merry Xmas notice	COMPLETED
Board	Complete Kitemark questionnaire	COMPLETED
Philippe/Linda	Apply for Kitemark	January 2020
Linda	Handback of front door responsibility – awaiting LBS info on cost	March 2020
Linda	Respond to LBS re legal disrepair responsibility	January 2020
Linda	Explore alternatives to Pockit	February 2020
Linda	Written procedure for taking cash rent payment	April 2020
Philippe	Improve appearance of dog area - up to £500	April 2020
Philippe/Linda	New work plan 19/20 – Board & HR sub to review add tasks	COMPLETED
Philippe/Linda	Alternatives to Pockit – explore & assess	February 2020
Linda	Obtain Quote from gardeners	February 2020

Philippe/Linda	Purchase dial in facility if unable to attend meeting	March 2020
Philippe/Linda	Investigate purchase of full version of Office 365	March 2020
Philippe/Linda	Purchase new laptop	March 2020
Philippe/Linda	Purchase wireless mirror dongle	March 2020
Philippe/Linda	Plusnet – wind up system and commence using Hyperoptic	March 2020
Philippe/Linda	Assess Hyperoptic range and consider wifi booster	March 2020
Philippe	Purchase large mats for hallway	May 2020
Linda	Board members to be admin workers for WhatsApp group.	February 2020
Linda	Replace bathroom light 12 SH	February 2020
Linda	Purchase key safe and investigate free installation	March 2020

1.	Declarations of interest: Linda works for the TMO.	All
2.	Minutes of Last Meeting: Agreed	All
3.	Board Meeting Minutes sign off: Completed	All
4.	Matters Arising: see agreed action table	
5.	<p>Governance</p> <p>1. Committee Elections Finance – Ursa/Boyd and Philippe and Philippe as Chair HR - Zoe/Barbara and Philippe as Chair Communications – Mark & Philippe as Chair Gardening – Boyd and Philippe as Chair.</p> <p>2. Meeting dates Circulated. Meeting dates agreed; meetings will start at 7pm.</p> <p>3. Disrepair report back Concerns about responsibility as LBS are now stating this is the TMO's responsibility including legal costs. Linda advised that the LBS solicitor commented on their training course that the Management Agreement was a grey area in regard to responsibility. Linda advised that she had spoken to Lee Page who confirmed it was LBS' responsibility and practice to pay legal costs. If the TMO had not completed repairs, they would be liable to pay compensation. Eva Gomez has agreed to a meeting to discuss this further and all TMO's asked to give a summary of their objections by Friday 31.1.20.</p> <p>4. Finance report Board approved amendments to OFP process.</p>	LMcL
6.	<p>2019/20 Q3 Income v expenditure Report Board approved report. As Pockit is charging 0.99 per month agreed to look at other options for new financial year. Agreed to buy new laptop</p>	PC/LMcL PC/LMcL
7.	<p>Kitemark Linda working on application</p>	Board LMcL/PC
8.	<p>Q3 Report to Southwark Board approved report Agreed to replace mats outside lift and hallway</p>	PC

9.	TMO MANAGER'S REPORT Board accepted report Door entry responsibility– give back to council if a low value payment	LMcL
10.	Fire safety See TMO Manager report	
11.	Maintenance report Communal lights Linda had chased Michael Driscoll to no avail. Alethea had got involved and a member of the team would be contacting me to arrange an inspection.	LMcL
12.	Report back from meetings/Training Linda attended fire safety training; the trainer went to the wrong place and it was cancelled. LBS training on Managing Contracts was cancelled. Philippe did an online Excel course and recommended it, very happy with it Philippe also attended Managing the Manager	
13.	Training Plan See matters arising	
14.	Development Update 1. Gate/lobby Meeting to be arranged with Kym, Neal and Board to discuss voids etc 2. TFL and redevelopment Work with Igloo on-going. The need for forward planning with potentially 24 future voids in Styles House needs to be addressed. Board keen that voids are of a good standard and repairs carried out by residents when not TMOs responsibility/ decs in good condition. Ballot provisionally taking place around 20/2/20. Linda & Zoe advised that both parties on ground floor were willing to move /decant with a number of provisos.	Board ALL
16.	Arts project Possibility of shows in October	
17.	Tenants and Residents association Linda to do letter to regain TRA funds. RS/JK signatories with perhaps RSw & KI as the other signatories.	LMcL
18.	AOB Dog area – agreed to spend up to £500 improving the ground/appearance Investigate purchase of office 365 – full version. Purchase – new laptop Purchase - wireless mirror dongle Plusnet – as there is fibre optics there is no need for PlusNet. Hyper optic to be used for calls. Begin to phase in. Monitor range of new signal and consider purchasing a wifi booster to cover garden Linda – to make Board members admin officers for WhatsApp Replace large mats on ground floor	PC/LMcL PC/LMcL PC/LMcL PC/LMcL PC/LMcL PC/LMcL Lmcl PC

Next planned meeting: 26 March 2020

Venue: Meeting Room

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Philippe Chery
Chair

Date: