



	Check with UM to add introductory paragraph offering training to all residents, if space, to training programme list on the website: ACTION: JG to ask UM	JG
2.	<b>Board Reports</b>	
	<b>Gardening Report progress</b> SI, JG, Just Ask Ltd met to discuss Just Ask producing a report on the current condition of the gardens and any suggestions for changes at the start of their contract. Feedback with a plan will be provided at a later date for resident consultation.	JG
	<b>Discussion and any decision.</b> <b>AGM to provide update on gardening report progress.</b>	Just Ask
	<b>2018/19 Accounts &amp; Audit and Annual Report</b>	GW
	The board discussed the final annual accounts for approval. RA informed the TMO that these accounts are correct but there is a format to show accounts expenditure in the MMA that should be used in future. Future accountants to use the format to ensure the Council can see what surplus the TMO has at the end of the year. The board will need to query with Kreston Reeves TMO accounts presentation for 2019-20. GW noted that due to a late large repairs invoice from JMB, the balance at year end was lower than expected. The October mtg will discuss how this affects our reserve <b>Decision: Proposed by GW and seconded by AN, the accounts and annual report were approved unanimously and signed.</b> <b>Finance cttee to get an example of what other TMO accounts MMA compatible format looks like. Oct 30<sup>th</sup> Board mtg to review 2019-20 budget at 6 month stage and review reserve and small grant balances.</b>	GW & SI
	<b>2018/19 Social SC Annual Report</b>	
	Report tabled by JG, on behalf of ST, for board comments in one week (by 11 <sup>th</sup> Sept) before AGM. Board members to feedback any amendments to JG by 11 <sup>th</sup> Sept. ST was complimented on a clear report.	All
	<b>Board Skills required for AGM and Training</b>	
	Draft list tabled by JG for discussion and advice on content. RA advised that the training enhances board members and residents' skills to run the TMO with competency. <b>ACTION: JG to revise Training Report for AGM packs. To include an introductory and explanatory paragraph encouraging take up of training sessions, ready for AGM and website.</b>	JG
	<b>AGM 2019 18<sup>th</sup> September 7pm-9pm Preparation and ASANA tasks</b>	
	A discussion ensued on what had been done and what needed doing. Once newsletter has been approved UM will upload to the website. It will be delivered to every flat 1 week before the AGM. Annual Accounts to also be uploaded to the website before the AGM and a paper copy in the office if required. <b>ACTION: JG to check Rule D.11 for number of days that nomination forms must be rec'd before the AGM date. (Postscript: 2 days rule confirmed). JG to email RA a list of current board members showing when they were elected and re-elected and a list of co-opted members. JG will email the entire board to explain the protocol on resigning from the board.</b>  <b>Decision: All Board members to attend at 6.15pm if possible to help set up the room and welcome residents for open doors at 6.30pm. Start AGM at 7pm.</b> <b>OOD and AN will cover signing in /membership shares and giving out papers and voting cards ( last to TMO members only).</b> <b>UM and ST will be cover meet and greet at the door.</b> <b>LS, DA and staff helping with food and drink and room layout.</b> <b>SI checking all ready with speakers and councillors, incl NFTMO Chair.</b> <b>GW making sure Peter Hudson, Auditor, is ready.</b> <b>JG chatting to everyone.</b>	JG

3.	<b>TMI Southwark Council Permanent Office</b>	
	<p>Richard outlined progress so far and the outcome of the meeting with SI and JG on 30<sup>th</sup> August at 160 Tooley Street.</p> <p>RA advised that after LBS discussing the options of a permanent office, it was agreed that the best option was a Porta Cabin in Mawdley Courtyard. All other options investigated are unfeasible or too expensive. Full planning permission is required and a working party will be created for the design. RA noted that the courtyard should be looked at as a whole as existing tree roots were causing damage to tarmac.</p> <p><b>Decision: Residents from Dauncy House and Mawdley House are directly affected and will be consulted as part of the planning process.</b></p> <p><b>RA will give the same information to the AGM.</b></p>	<p>RA</p> <p>RA</p>
5.	<b>AOB</b>	
	<p>JG highlighted that the Quentin TRA basement has been used in the past and not been looked after properly when left, with rubbish left and crumbs on the floor. The toilet still is not working despite asking LBS for repairs. SI has proposed that going forward people hire it from the office for a small fee to cover cleaning. RA noted that officer responsible for upkeep is in his office area and he will raise it with him.</p> <p><b>ACTION: Proposal for new hiring process to be discussed at October meeting.</b></p> <p><b>RA to ask Ian Brindley, TRA rooms officer, to chase the toilet repair needed.</b></p> <p>JG noted that new dates to match quarterly reporting should be agreed at this Board meeting. Changing from Wednesday evenings to Tuesday evenings has been requested by our TMO Manager to avoid clashes with the Southwark TMOs meetings on Wednesday evenings which are useful to us. Dates agreed are now: - 30<sup>th</sup> Oct, either 10<sup>th</sup>/11<sup>th</sup> Dec to be decided in October mtg plus, Jan &amp; Feb/Mar 2020.</p>	<p>SI</p> <p>RA&amp;IB</p>
6.	<b>Date of 2019 meetings</b>	
	AGM 18 <sup>th</sup> Sept, Board mtg 30 <sup>th</sup> October.	
	HR subcommittee mtgs None	
	Social Subcommittee mtgs None	
	Finance subcommittee mtgs: 7 <sup>th</sup> August, 11 <sup>th</sup> Sept, 9 <sup>th</sup> Oct, 13 <sup>th</sup> Nov, 4 <sup>th</sup> Dec. 2020 dates tbc.	
7.	<b>Close 9:00 pm – End of meeting</b>	
	<p>Gentle reminder that the secretary will contact board members once they have missed two meetings to remind them that if they do not have a good excuse, and especially if they haven't given notice about missing a third meeting, they will be expected to step down or the board will vote to remove them. Special dispensation can be given by the board in particular circumstances.</p>	