

<p style="text-align: center;"><b>Kilburn Square Housing Cooperative: Board Meeting held on Tuesday 11th September 2018 at 7pm Community Hall of the Tower Block</b></p>	<p style="text-align: center;"><b>Actions</b></p>
<p><b>Present:</b> Margaret Von Stoll (MVS - Chair) Jenny Welch (JW - Secretary) Denise Prieto (DP - Board Member) Rehana Khawaja (RK - Board Member) Charlotte Fonceca (CF - Board Member) Zaler Montana (ZM - Board Member) James Lewis-Murphy (JLM - Board Member) Fatima Achach (FA - Board Member)- arrived at 7.10pm and left at 7.55pm due to work commitments</p> <p><b>Apologies:</b> Jennifer Williams (JWE – Estate Manager)</p> <p><b>Absent:</b> Maxwell Antwi</p> <p><b>Minute taker:</b> Lauren Pemberton-Nelson (LPN)</p>	
<p style="text-align: center;"><b>1. Welcome and Declaration of Interests</b></p> <p>MVS welcomed the Board and reminded everyone who did not have their nomination forms to bring it to the next meeting.</p> <p><b>Conflicts of Interest:</b> None declared</p>	
<p style="text-align: center;"><b>2. Minutes of the last meeting</b></p> <p>a) Accuracy - minutes are accurate b) No matters arising c) Agreed and signed by DP and JW</p>	

<p><b>3. Manager's Report</b></p> <p>MVS read out the Manager's report.</p> <p>The KPIs have not come from Brent council, but when they have come through, they will be circulated to the board.</p> <p>The Board were reminded that they need to carry out due diligence on the consultant working on the security system before the contract for the consultant is signed. PLI isn't a legal requirement, but could protect the organisation and will help cover injury claims and property damage.</p> <p>In the report, it is stated that the fob system needs to be updated; it is over 25 years old and can be cloned easily. The CCTV also needs to be updated to wireless as the current equipment is currently failing, which will make it easier to add more cameras.</p>	
<p><b>Consultant / Security</b></p> <p>JW said that the first reference from the consultant has been received, which was from the Met Police.</p> <p>DP raised the point that nobody has expertise when it comes to this matter (except the consultant), and expressed frustration that there are delays in the process. DP suggested that that another reference should not be necessary considering that his first reference is from the Met police to which JW agreed. ZM also expressed frustration in how long the process is taking. MVS explained that the processes in place are to make sure that there are no problems during audits. MVS asked the Board if they agree in principle that they should sign a contract with the consultant, Andy, if the second reference comes back fine, and the Board unanimously agreed to that.</p> <p>It was noted that the front door of the Kilburn square Tower Block needs to be replaced - and there needs to be wheelchair accessible entry, which needs to be paid for by Brent Council, because it is a health and safety hazard.</p> <p><b>Training</b></p> <p>It was noted that the skills and audit documents needs to be reviewed, but there will be a new Board soon. The constitution and succession plan also needs to be reviewed.</p> <p><b>MMA</b></p> <p>The MMA is still pending, and MVS has sent a letter to the council regarding this.</p> <p><b>Major works</b></p> <p>Major works on the low rise is still pending, but Jenny Williams had a future meeting planned with them.</p> <p>The Treasurer needs to do a report for the Board and a charging policy needs to be developed, as well as an induction pack for all new Board Members. JW has drafted part of this.</p>	<p>Brent Council</p>

<p><b>4. Governance</b></p> <p>Covered in meeting point 3</p>	
<p><b>5. MMA</b></p> <p>This is still being negotiated with the Council.</p>	
<p><b>6. Finance</b></p> <p>MVS asked if there were any queries with the financial reports that have been circulated - there are none.</p> <p>The finance for the end of August is noted.</p>	
<p><b>7. Security System</b></p> <p>The points on security have been discussed based on the Manager's report.</p> <p>The contract for the consultant will be signed once the reference/s have come back and been deemed suitable.</p>	
<p><b>8. Annual General Meeting and Annual Report</b></p> <p>JLM is unable to attend the AGM but expressed interest in being part of the next board, and has handed in his nomination form.</p> <p>RK made a suggestion that the constitution could be changed to allow people to Skype into Board meetings, which may increase attendance to the meetings.</p> <p>JW will claim money back for the cartridge refills for the ink due to printing that she has done for the AGM due to the office printer being out of action for a long time.</p> <p>MVS invited everyone to attend the meeting and encouraged the Board to invite their neighbours, and reminded everyone to bring their nomination forms to the AGM.</p> <p>MVS thanked JW for putting together the Annual Report 2017-2018.</p>	
<p><b>9. Risk Management</b></p> <p>JW raised the point of the printer not working, which was problematic with printing out the nomination forms.</p> <p>JLM also raised the point there is a risk to the Tower <sup>B1</sup> block front door being accessible to everyone and not closing properly, which is a fire hazard.</p>	

