

<p style="text-align: center;">Kilburn Square Housing Cooperative: Board Meeting held on Tuesday 9th October 2018 at 7pm Community Hall of the Tower Block</p>	<p style="text-align: center;">Actions</p>
<p>Present: Margaret Von Stoll (MVS - Chair) Jennifer Welch (JW - Secretary) Patricia Hogan (PH - Board Member) Charlotte Fonceca (CF - Board Member) Denise Prieto (DP - Board Member) Jenny Williams (JWM - Estate Manager)</p> <p>Minute taker: Lauren Pemberton-Nelson (LPN)</p>	
<p style="text-align: center;">1. Welcome and Apologies</p> <p>MVS welcomed everyone and thanked everyone for their attendance</p> <p>Apologies: Rehana Khawaja (RK - Board Member) James Lewis-Murphy (JLM - Board Member)</p> <p>No Conflict of Interest declarations.</p>	
<p style="text-align: center;">2. Election of Officers</p> <p>MVS suggested that DP would be a good option as the Chair. DP expressed that she is unsure about being Chair right now due to work commitments, but was not saying no to the possibility later on in the year. CF was asked if she was interested in the role of Treasurer and CF expressed uncertainty about being Treasurer.</p> <p>MVS will continue as Chair, DP will be Deputy Chair, JW will continue as Secretary and the position of Treasurer is to be confirmed.</p> <p>JWM suggested that the new Treasurer undertakes training.</p>	
<p style="text-align: center;">3. Documents/pack for new Board Members</p> <p>MVS reminded the Board Members to fill in their documents, which includes their Code of Conduct, Code of Confidentiality, Declaration of Interest, Co-op Rules and training requirements. Those that attended signed and returned their documents.</p>	

<p>4. Minutes of the last meeting</p> <p>a) The minutes are accurate b) No matters arising c) The minutes are signed and agreed by JW and DP</p>	
<p>5. Manager's report</p> <p>JWM said that the performance of the Co-op is going really well, and the void loss has been proportioned correctly, so this is now in green. MVS and DP thanked JWM for her work on the KPIs.</p> <p>Wates were meant to turn up on 8th October but didn't, and are supposed to now turn up on 10th October. There are some tenants that didn't get their windows replaced with double glazing in two properties, but Wates will be returning to do survey this on 16th October.</p> <p>Kilburn Square are waiting for someone in the process moving in to be signed up - in the meantime, the rent loss will be carried over until he is officially signed up. This is out of Kilburn Square's control, and they are waiting for Brent to action this.</p> <p>JWM said that Brent are going to start the formal process of doing their budgets, and it's likely that there will be several budget cuts in some areas.</p> <p>JWM informed the Board that Bill has been signed off to work until 19th October due to leg muscle damage.</p> <p>JWM announced the death of a former Board Member in a hit and run on the week starting on the 1st October and expresses the sadness in this.</p>	
<p>6. Governance</p> <p>MVS discussed and asked the Board if the new quorum number for Board meetings should be four instead of five? All Board agreed.</p>	<p>All Board agreed</p>
<p>7. MMA</p> <p>The MMA is still outstanding - MVS is waiting for a response from Brent Council on the two items that the Board disagree with, and has not as yet heard anything back.</p>	
<p>8. Finance</p> <p>MVS recommended that the Board spends money on training for Board members.</p> <p>MVS said that the figures are looking positive, and the Board will start to try to use this money - quite a bit of it will go to the security, fob and CCTV system and the signage, which is part of the business plan.</p>	

<p>9. Estate / Security / CCTV System</p> <p>a) JW has distributed the references for the CCTV Consultant to the board. JW phoned and spoke to D Hinton at the Met Police and found out more details about the consultant's work history. It transpires during the conversation with D Hinton and JW that he would be visiting Brent in order to discuss some other CCTV work. JW will enquire as to whether he has PL insurance then the Board will go ahead with starting the process with the works, and get the contract up and running.</p> <p>b) Volunteers who currently unlock and lock the playground and football pitch on the weekend - there has been a reduction in volunteering to do this. There are currently only three resident volunteers for weekend and when KP is away opening and closing the gates throughout the year. JW said that it is now becoming a strain with only three volunteers on the rota and something needs to be done. The Board will look at getting more volunteers for this.</p>	
<p>10. Annual Report 2017-2018 to be sent to the NFTMO for the Ministry of Housing, Communities and Local Government MHCGL consultation on social housing</p> <p>JW agreed to send this, and MVS asked for Board members to share any stories about the TMO that they may want to include in this to include in this.</p>	
<p>11. Risk management</p> <p>The main point with risk management is the Tower Block main door, covered under agenda point number nine.</p>	
<p>12. AOB</p> <p>MVS informed Board members about a Leaseholders meeting taking place on the week starting 15th October.</p> <p>JWM and MVS noted the high level of turnover and numbers amount of staff from Wates who are on sick leave. JWM also informed the Board that the car park gate has been left open because rodents are eating the cable.</p>	

Meeting adjourned at 7.53pm

Minutes agreed by:

Agreed *G. Dorcee* (1)

Agreed *John Prelo* (2)

Chair's signature *Maar Jafer*

Date *13 November 2018*

