

<p style="text-align: center;">Kilburn Square Housing Cooperative: Board Meeting held on Tuesday 12th June 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) Jenny Williams (JWM - Estate Manager) Rehana Khawaja (RK -Board Member) Denise Prieto (DP - Board Member) Fatima Achach (FA - Board Member) Patricia Hogan (PH - Deputy Treasurer) – arrived at 7.28pm</p> <p>Absent: Maxwell Antwi (MA - Board Member) Charlotte Fonceca (CF - Board Member) Zaler Montana (ZM - Board Member)</p> <p>Apologies: Paul Keeley (PK - Board Member) Antonio Messina (AM – Board Member) James Lewis-Murphy (JLM – Board Member)</p> <p>Minute taker: Lauren Pemberton-Nelson (LPN)</p>	
<p style="text-align: center;">1. Welcome and Declaration of Interests</p> <p>MVS welcomed all those attending.</p> <p>Conflict of interests - none</p>	
<p style="text-align: center;">2. Minutes of the last meeting</p> <p>a) Accuracy - no inaccuracies</p> <p>b) Matters arising: Item 5 - still ongoing Item 10 - date and time for walkaround is set for 13th June between 5-6pm Item 11 - General Meeting not extraordinary (MVS)</p> <p>c) Agreement and signing of the minutes - minutes agreed by DP and RK</p>	<p>MVS DP</p>

<p>3. Manager's report</p> <p>No KPI information at the moment due to system errors - expected by Friday 15th June.</p> <p>There will be a walkabout on 13th June for the new door entry system.</p> <p>Outstanding is MMA, which will be referred to later in the meeting.</p> <p>Confirmation from Brent on light works in Tower Block due to cladding issue. There will be a meeting with Board Members with the time TBC for this.</p> <p>Brent Council have checked the fire rises in the Tower Block and installed shutters in the shoot that will automatically close if there is a fire.</p> <p>The major works have not yet been completed on the low rise, yet Leaseholders have already received largely incorrect Major Works bills.</p> <p>A sub-contractor from Wates came to install new shrubs, gardening and seeds but the work was done badly. An email has been sent to Brent about it as the Co-op is not impressed with the gardening.</p> <p>Annual health and safety inspection carried out - report will come back shortly. Any recommendations will be included, but the co-op is compliant.</p> <p>Fire extinguishers have been removed from the basement because Brent Council have asked, but they will be moved to a different, but compliant location.</p> <p>The Co-op are trying to get everything included in the procurement. Currently KS cannot renew fobs, and all the gates are failing.</p> <p>JW asks whether the Co-op is impacted by GDPR - JWM says no.</p>	
<p>4. Governance</p> <p>a) Board member resignation: Pauline Fell has resigned for health reasons. MVS expresses sadness at her resignation and thanks Pauline for her service over the years. DP replaces Pauline Fell as a full board member.</p> <p>b) Rule 24 standing order, co-opted members to have full voting rights: Proposal for all co-opted members to have full voting rights if they are a member of the estate. Rule 24 standing order is agreed by the board.</p> <p>c) Training for Board Members: The board agrees that finance training needs to be internal, rather than external, and will ask the auditor about this. The training will be considered for the end of June/start of July. The board agrees that risk management and procurement should be done together. Training except finance to be shared with Watling Gardens. The Board wants more information on the training plan.</p>	

<p>5. Estate Works</p> <p>a) Major works: Invoices for the low rise were dated for March but the works not completed. Pointing work and grounds work have not been done to a satisfactory level. The cost of the works was about £6k more than what it should have done. MVS recommends that leaseholders contact them about the dissatisfaction</p> <p>b) There has been a notification of intended works to leaseholders for lift KSQ06 (VH/RH). Leaseholders have already paid £700 for the lift to be repaired in 2010. DP notes KS02 and KS03 lifts are being replaced - a notification has gone out and an explanation for why has gone out too. Leaseholders have written about service charges and requested for recalculations for the last 6 years - there has been no response to this.</p>	
<p>6. MMA</p> <p>Awaiting a meeting date.</p>	
<p>7. Finance</p> <p>Monthly accounts and reports: The bank balance is healthy but MMA allowance discussion is still outstanding</p> <p>PF will need to be removed from the Santander account (signatories to be sorted).</p> <p>A new Treasurer is urgently needed as the position has now become vacant.</p> <p>A new bank account is needed with surplus in one and reserves in another.</p>	
<p>8. HR - minute taker position still available</p> <p>Lauren takes the position</p>	
<p>9. Risk Management</p> <p>The Board are waiting for a report back from Croner.</p>	
<p>10. Estate security</p> <p>There will be an estate walkabout on 13th June 5-6pm. All Board members are welcome to attend. Due diligence to be carried out on the Consultant (finding out who he's worked for in the past and making sure he is suitable for the role). This will be reported back to the board</p>	

