

<p style="text-align: center;">Kilburn Square Housing Co-operative: Board Meeting held on 24th October 2017 at 19:00 Community Hall of the Tower Block</p>	<p style="text-align: center;">Actions</p>
<p><u>Present:</u></p> <p>M Von Stoll - MVS – Board Member P Fell - PF – Board Member J Welch – JW – Board Member A Messina - AM – Board Member P Hogan - PH – Board Member C Fonceca - CF – Board Member M Antwi – MA – Board Member J Williams – JWM – Manager</p> <p><u>Visitor / Observer:</u></p> <p>M Newman – MN – Consultant C Byrne – CB – Brent Council H Mahmood – HM</p>	
<p>1. Welcome and apologies</p> <p>MVS welcomed everyone and thanked everyone for attending. Christina Byrna, Mekor Newman and Mahmood Hasan were also present as observers.</p> <p>AM volunteered to take minutes.</p> <p>No Conflict of Interest declarations were made.</p>	
<p>2. Board members</p> <p>The following New Board Members and Officers have been unanimously approved:</p> <p>MVS – Chair PH – Deputy Chair JW – Secretary AM – Treasurer</p>	

<p>3. Minutes of the last Board Meeting (12th September 2017)</p> <p>a) Accuracy</p> <p style="padding-left: 40px;">None</p> <p>b) Matters arising</p> <p style="padding-left: 40px;">None</p> <p>c) Agreement and signing of minutes</p> <p style="padding-left: 40px;">Minutes have then been agreed and signed-off.</p>	
<p>4. Manager's report</p> <p>JWM circulated the Manager's report prior to the Board Meeting. Key issues were:</p> <ul style="list-style-type: none"> - The Council has bought back 3 flats and plans to buy back other 2 soon. These 5 units may be let to private tenants via management agencies. This new scenario is a first for the estate, whose units were all managed by the TMO, and the new MMA should take that into account when the new MMA allowances will be calculated. - The Council has converted 2-bedroom and 3-bedroom flats into 3-bedroom and 4-bedroom flats respectively. Associated costs will need to be allocated to the Council, not the TMO. - The Manager explained that these changes not only affect negatively the current KPIs, but will do so also with regard to the future KPIs of the estate. - Out of 246 units, there are currently 91 leaseholders and 155 tenants. There is an ongoing issue with the service charges that have been recharged to the leaseholders, as explained in an email correspondence between the estate manager and Katherine Bond, a former employee of BHP who does not work for the Council anymore. In brief, the charges to the business users within Kilburn Square have not been applied correctly. Mitul Patel and Ms Daniels of BHP are currently looking at this issue to determine how the leaseholders' bills can be credited. No timescale to sort this issue out has been identified yet. - Finance: the Manager has reminded the Treasurer (and the rest of the Board) that suitable training needs to be undertaken and that all the accounts should regularly reviewed and reported by the Treasurer to the Board. AM asked clarification with regard to the Board Members' conflict in interfering with the every day's operations, which are within the Coop staff members' duties, and the manager explained that this high-level review can take place on a quarterly basis, not necessarily monthly. Also, it was explained that the Board has to minute that the historic debts have been written off as they are unrecoverable. It has been explained that the decision has taken place at last month's Annual General Meeting (AGM), whose minutes will be made available at the next AGM in September 2018. For clarify the decision of writing off the historical debts has been confirmed at this Board Meeting too. - The Manager has prepared the Recruitment and Selection Policy, which has been approved by the Board unanimously, as well as the following policies which have all been revised, updated and approved: Code of Confidentiality; 	

<p>Gifts and Hospitality; Amended Declaration of Interest Forms; Gifts and Hospitality register; Finance.</p> <ul style="list-style-type: none"> - A number of works need to be undertaken on the estate, including: Replacing old metal gates; Front door and floor entrance at the Tower Block; Car park, link bridge and walkways to be resurfaced; Flooring in the Low Rise to be removed, screed and made good; Internal doors, ceilings and panels to be repainted in the Low Rise; Rathbone lobby camera to be replaced; Garages to be repaired/cleaned. 	
<p>5. Governance</p> <p>A lot of actions have been undertaken since the last audit report. Training has been booked for the 2nd December from 09:45 – 16:00 with Liz Michael. Charging policies still need to be approved by the Board.</p>	<p>MV?</p>
<p>6. MMA</p> <p>KSHC is still waiting for a response from the Council. The Board with the appointed advisor will need to meet up with the Council to make progress with regard to the MMA negotiation and the revised allowances.</p>	
<p>7. Human Resources (HR)</p> <p>Note taker position. This position is currently vacant and needs to be advertised. The Chair is currently dealing with the matter. CB suggested to use the free Council service known as “Wembley works”.</p>	
<p>8. Finance</p> <p>The figures have been circulated prior to the meeting and the Treasurer confirmed the YEAR TO DATE budget figures compared with the variance BUDGET versus ACTUAL. The total cash balance considering all the accounts is £599,095. It has been suggested to promote the hall hire for business, however there are a few issues because the Coop’s Public Liability Insurance (PLI) cannot cover third parties and they should have their own PLI, risk management procedures, etc.</p>	
<p>9. Kilburn Square Development meeting</p> <p>On 8th September a meeting took place that MVS attended. She received a complaint about her conduct. This event was not chaired by MVS nor was it organised by the Co-op. She mentioned that she was given no details of the complaint by the Council, nor who had made it,</p>	

<p>and has attended in her capacity as a resident of Kilburn Square.</p>	
<p>10. Five years continuation ballot</p> <p>The ballot's participation was very successful, with 94% of the voters (135 people) in favour of the TMO to continue to provide services to Kilburn Square's residents and only 6% (9 people) against. 66% were VERY SATISFIED with the current services, 23% SATISFIED, 2% UNSATISFIED, 4% VERY UNSATISFIED and 5% NEITHER SATISFIED OR UNSATISFIED.</p>	
<p>11. Estate security</p> <p>Many issues were raised about ASB, drug smoking and nuisance to the residents caused by people not belonging to the estate but invited by some residents. CB will pass the comments to the property services. A Board Members' sub-committee will meet up by Christmas to discuss how to tackle this issue, especially via improved CCTV and signage.</p>	
<p>12. AOB</p> <p>It was discussed about provision of tablets to all Board Members to allow them to review the Manager's report prior to the meeting in the future.</p>	

The Board Meeting was adjourned at 20:35.

Next meeting date: Tuesday 14th November 2017 at 19:00.

Minutes agreed by:

Agreed P. Fell (1)

Agreed A. Welch (2)

Chair's Signature Margy van der Sta

Date 14/11/17