

<p style="text-align: center;">Kilburn Square Housing Cooperative: Board Meeting held on 16th May 2017 at 7pm Community Hall of the Tower Block</p>	<p style="text-align: center;">Actions</p>
<p>Present: Margaret Von Stoll (MVS - Chair) Pauline Fell (PF - Member) Antonio Messina (AM - Member) Zaler Montana (ZM - Member) Patricia Hogan (PH - Member) Jennifer Williams (JWM - Estate Manager)</p> <p>Apologies: Jennifer Welch (JW - Secretary) Martin Page (MP – Member)</p> <p>Visitors: None</p> <p>Minute taker: Karl Chads (KC)</p>	
<p>Meeting started at:</p> <p>7:00pm</p>	
<p style="text-align: center;">1. Welcome and Declaration of Interests</p> <p>MVS welcomed Karl Chads the new minute taker No declarations of interest were made.</p>	
<p style="text-align: center;">2. Minutes of the last meeting</p> <p>(a)Accuracy. MVS mentioned that the last set of minutes needed some revision to reflect the matters and to address inaccuracies, and that these have now been signed off.</p> <p>(b)Matters arising. None</p>	

<p>3. Manager’s report – including Key Performance Indicators (KPIs)</p> <p>JWM informed the board that there will be an asbestos survey taking place in the near future (exact dates to be confirmed).</p> <p>Rent collection is at 92%; this reduced rate is due in large part to Brent Housing Partnership's IT systems experiencing two weeks' downtime.</p> <p>36 repairs to properties were reported for the most recent month for which data is available. There are currently 153 tenants.</p> <p>Current voids are for the most part due to asbestos, contained in tiles and sticky-black flooring within some properties.</p> <p>Repair / maintenance work on the lifts is likely to continue for the next seven weeks.</p> <p>JWM stated that Risk Assessment training took place, and that the outcomes of this training were very positive.</p> <p>JWM informed the board that from now on each event hosted in the Community Hall needs to have at least responsible person present who is accredited by the Chartered Institute of Environmental Health (CIEH).</p> <p>ZM asked whether the internet router from the former provider will be removed and replaced; JW stated that Wi-Fi provision is in-place and available, and that the old router apparatus is defunct, even though it has not been physically removed from the ceiling.</p>	
<p>4. Governance – MMA negotiations update</p> <p>JWM highlighted the need for Kilburn Square Housing Co-Op (KSHC) to develop and implement an accurate, detailed, coherent business plan to clearly explain the purpose, activities, strategy, and benefits of the organisation. MVS to action.</p> <p>JWM explained that the business plan needs to clearly set out charging policies and methodologies (parking, fobs, etc.)</p>	
<p>5. MMA</p> <p>None</p>	

<p>6. Human Resources</p> <p>New minute-taker appointed.</p>	
<p>7. Finance</p> <p>Two business bank accounts (one for MMA, one for the social fund) have now been created.</p>	
<p>8. Estate points for discussion</p> <p>MVS highlighted that a crab apple tree on the estate is infested.</p> <p>JWM advised members to read the Nurture report and then prioritise which trees need to be ground to the stem. £12,000 is the likely cost for such tree surgery.</p> <p>a) Contracts coming to an end None</p> <p>b) Health and Safety Community Hall Health & Safety requirements (as detailed in the Manager's report).</p> <p>c) Accidents and near misses None</p> <p>d) Quotes and subscription renewals None</p> <p>e) Security gates – internal /external JWM stated that all the internal gates are in full working order.</p> <p>f) Anti-Social Behaviour / estate issues PF asked whether Argos had been approached regarding the removal of graffiti from walls; ZM suggested that finding out who the franchisee is, and contacting them in due course would be the course of action most likely to have affect.</p> <p>MVS and JW stated that the matter of the gates being opened in the children's area needs to be addressed.</p> <p>g) Signage None</p> <p>h) Grounds maintenance PF asked whether any caretakers work on the weekend; JWM replied that, although, leave on medical grounds has impacted upon staffing, one or more</p>	

<p>caretakers regularly work on the weekend.</p> <p>i) Parking, car parks The issue of parking permits went out to consultation, and feedback indicates that the issue has now improved. A letter from the Board will be issued to reflect this.</p> <p>Wing Parking, using the red button, picked up three illegally-parked vehicles.</p> <p>The red button, it was agreed, must remain.</p> <p>It was agreed that there is an issue regarding residents driving onto the estate late in the evenings to avoid requiring a permit to park.</p> <p>MVS asked whether there were any specific times at which Wing are scheduled to arrive; JW said that no such times were specified.</p> <p>j) Equipment purchasing JWM stated that the two cameras (those in UCP and Rathbone) which were previously not working have now been repaired and are in full working order.</p> <p>All cameras are now operational and have been equipped with new monitors.</p> <p>One new camera is required to monitor activity in the car park; this camera will cost £1,000 (hardware and installation).</p> <p>MVS stated there is a £1,700 budget for CCTV.</p> <p>k) New build None</p> <p>l) Wates, external works None</p>	
<p>9. Chair's Report</p> <p>Notes on discussion.</p>	
<p>10. Sub-committee reports</p> <p>a) Finance - none b) Estate / Maintenance - none c) HR / employment - none d) Social - none</p>	

11. AOB A residents' outing to Bournemouth will take place in June. The fee per person will be £5.00.	
Next Board meeting: 13 th June 2017	
Meeting adjourned at: 8:00pm	

Minutes agreed by:

Agreed Patricia Hyon (1)

Agreed Arberto Mesole (2)

Chair's Signature Margaret van Str.

Date 13/6/2017

