

<p style="text-align: center;">Kilburn Square Housing Cooperative: Board Meeting held on 10th January 2017 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) Pauline Fell (PF - Member) Patricia Hogan (PH - member) Antonio Messina (AM - Member) Zaler Montana (ZM - Member) Martin Page (MP - member) - arrived at 7.20pm Jenny Williams (JWM - Estate Manager)</p> <p>Welcome and Apologies: Apologies from Hasan Mahmood (HM - Treasurer)</p> <p>Visitors / Observers: Deborah Scotland (DS - observer) - arrived at 7.30pm</p> <p>Minute taker: Lauren Pemberton-Nelson (LPN)</p>	
<p>1. Welcome and Declaration of Interests</p> <p>MVS welcomed everyone. No declarations of interest.</p>	
<p>2. Minutes of the last meeting</p> <p>(a) No matters arising. (b) Minutes agreed by PF and AM.</p>	

<p>3. Manager's report</p> <p>MVS congratulates the rent figures, which KSHC are receiving in advance now. The figure was 2.4% for the Christmas period - ahead of BHP and Watlin Gardens.</p> <p>A one day work and safety training has been organised for cleaners, with a date to be decided. Costs will be announced at the next meeting, but will be approximately £795 + VAT for all cleaners.</p> <p>Kroner came in and went through the health and safety audit report. She only did two risk assessments and one was not completed, and did a lot of N/A s and said policies were in place when it wasn't.</p> <p>JWM has set up a file, and all staff will be trained on risk assessments, and all the risk assessments that are yet to be completed will be on this file.</p> <p>The audit shows that when consultants are used, if they are employed through a limited company, they can be invoiced, but if not, they have to go through the books as an employee.</p> <p>There is also now a log book for fire checks, in the form of a hard copy</p>	
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instead of an electronic copy. Lights and extinguishers will be checked once a month and it will be recorded if anyone has discharged them.

The works for the new flats should go out into consultation in the next couple of weeks. Wates will do the works. Waiting for notices to be issued.

There is a comprehensive list of tenants' doors which need sealant being compiled - this issue seems to be borough wide, even though the doors are just over two years old. The cost for this will come from the MMA. JWM wonders if a sealant by a different provider can be used. KSHC can give leaseholders information about where to get their doors done.

MP says that they should ask BHP whether they are suing the provider on the faulty doors, or what they are doing about the fact that it is a borough wide issue. JW queried as to why the leaseholders weren't asked or allowed to report their door issues as leaseholders had gone to the office to ask for their doors to be checked and were turned away. JWM said leaseholders could be given the name of the company.

MVS states that the total BHP work floor correspondence answered in time for December 2016, but there was nothing for Kilburn Square. No questions on the variance for the draft budget.

Security gate and CCTV costs will be provided by February board meeting. The gates are opened for deliveries and the monitors are working now.

JWM will be in the process of drafting policies that need to be drafted and is in the process of compiling the budget, which will be circulated at February's board meeting. Budgets for different uses to be separated, so there will be different sections for the MMA, social activities etc. There will be only two bank accounts instead of several, and one for MMA money and one for co-op money.

New car parking policy needs to be agreed by the Board, and there will be a sub-committee on 17th January regarding car parking details. So far there are two comments from two residents - they have until 16th January 2017 to submit comments.

BHP and Wates have been contacted about the extensive leaks caused by the workers on the roofs. Wates started on the 9th January to fix the leaks. JW commented that there a a number of large cracks appearing in the ceiling of top floor flats in the low rise blocks.

Surveyors will be coming to look at the new development on the week of the 9th, as they have to serve notices to those effected (1-14 Rathbone leaseholders).

In response to the satisfactory survey released, 26/249 responded. Problems highlighted were issues with the market and the lighting by Argos, as well as graffiti on the Argos building. Argos have been informed about the Graffiti problem.

Planning granted for 27 units in 2016 (have been told 24 in previous information). Development project manager is the main point of contact.

<p>4. Draft internal report</p> <p>No comments/questions on that. MVS asks if there are any comments for the Board to get them to her by Sunday.</p>	
<p>5. Governance</p> <p>On 9th January 2017, JWM and MVS received an email stating that the MMA will be reduced by 15.7%, which is a reduction of approximately £61k, which would mean that the co-op's costs will be higher than the allowance that they will be getting. This would not be viable for the co-op, which has existed for 25 years, and is higher than the reduction they were told they were facing on 6th December 2016. This reduction would be in place for at least two years, which is ridiculous because the MMA should be negotiated each year. MVS is waiting for a response from consultant, Liz Michael. MVS and the Board expresses her unhappiness, and the fact that if this is the case, the JWM will leave, as the amount does not leave enough for an Estate Manager. MVS said that the Co-op fought to get a good Manager in place, and this is being undermined. MVS also states that the Co-op could have managed a 5% reduction, but not 15.7%. There is no detail on how BHP came to this reduction; no breakdown of the figures. The reduction seems to be based on 2014 figures, but should be based on more recent figures, especially since costs are going up.</p> <p>The MMA should take into account the cost of preparing accounts, accountant and audit report. Costs should be calculated on the grounds maintenance works and one off costs, which have to be factored in. Community administration also needs to be factored in, such as training, Leasehold costs, and costs of services relevant to leaseholders need to be considered. Maintenance and management costs need to be factored in. The MMA needs to be detailed out so the Co-op know exactly what allowances they are getting, which needs to be picked up by Liz Michael, who can give them an indication of whether this can be negotiated.</p> <p>MVS asks Board members how they feel about it - JW says that it clearly cannot be signed off. The Board states that they are willing to back MVS with her disagreement.</p> <p>There is an away day on BHP on 14th January 2017 and the unhappiness with the MMA will be expressed then.</p> <p>DS (observer) says that she does not think Board has run properly previously and has to take some responsibility. MVS responds that they have improved things since JWM has been in place - staff have been trained more and there have only been a couple of good Managers and now the Board has a lot more experience and skills. JW says that the running of the Board did not contribute to the reduction in the allowance. DS says that she was not referring to the reduction.</p> <p>JWM said that the governance has to be right, such as budgeting, business planning, for the new one which is going to be out of date soon.</p> <p>Need to do training and approve audit reports.</p>	

<p>6. Human Resources</p> <p>L Pemberton is sorting pension, which should be up and running by February.</p> <p>Freelance notetaker advert was in the local newspaper, for which the application end date is 13th January and will hopefully have good candidates. Interviews will be on 20th January.</p>	
<p>7. Finance</p> <p>(a) Monthly account report: Board members received this in the meeting. Bad debt policy needs to be drafted. MP said they should commit some of the surplus to the car park. No other comments from the board. Acknowledged by board.</p> <p>(b) Business Plan Away Day: JW, AM, PF, MVS will attend away day. ZM, says that he won't, and MP says that he is not sure if he can, and if he cannot attend, he will give notice in advance. PH expresses that it is unlikely that she will attend.</p>	
<p>8. Estate points for discussion</p> <p>f) Signage -to be discussed at next meeting</p> <p>h) Parking, car parks - consultation until 16th January</p> <p>i) Equipment purchasing - can spend up to £3k. If JWM will spend anything, she'll feed back in the Manager's report for the Board meeting. Within delegated authority and within budget.</p> <p>k) Wates - contractor electricity charge - lights have been left on in underpass and other areas, and Wates said that they would pay for electricity used. The Board agrees that they will look at the cost of electricity normally used and Wates should pay the difference.</p>	
<p>9. Chair's Report</p> <p>MVS will have a meeting on 16th January regarding internal audit, and says that she would be grateful for feedback or queries.</p> <p>Nothing else to report, other than the previously mentioned allowances.</p>	
<p>10. Sub-committee reports</p> <p>Parking policy meeting - 17th January 2017 at 7.15pm. MP, ZM, PF and MVS and JW will attend.</p>	

<p>11. AOB</p> <p>JW asks for skills audit from ZM and PH, and which can be given by hard copy and electronically.</p> <p>PF says that she almost fell in water which has collected in the last couple of weeks, and they are waiting for Wates. It is noted that there is a problem with the blocked drains from the rubble from the major works and past unblocking attempts have been unsuccessful due to the wrong equipment, but they will be unblocked on 11th January 2017.</p> <p>ZM asks whether anyone else has complained about lack of signal on the communal aerial on the tower block. JWM responded that it needs to be raised in the office. In the low rise block, the aerial needs to be put in a different position.</p> <p>There have been complaints about the roofing and complaints to Waits. AM also says that there have been posters with complaints in the lifts - one is working. The lifts are the responsibility of Brent council.</p> <p>No other business.</p>	
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Meeting adjourned at 8.50pm

Minutes agreed by:

Agreed _____ (1)

Agreed _____ (2)

Chair's Signature _____

Date _____