

<p style="text-align: center;"><b>Kilburn Square Housing Co-operative: Board Meeting held on 12<sup>st</sup> September 2017 at 19:00 Community Hall of the Tower Block</b></p>	<p style="text-align: center;"><b>Actions</b></p>
<p><b><u>Present:</u></b></p> <p>M Von Stoll (MVS – Chair) J Welch (JW – Secretary) A Messina (AM – Treasurer) P Fell (PF – Member) P Hogan (PH – Member) M Page (MP – Member) H Mamood (HM – Co-opted Member)</p> <p><b><u>Minute taker:</u></b></p> <p>AM volunteered to take the minutes.</p>	
<p><b>1. Welcome and apologies</b></p> <p>MVS welcomed everyone and thanked everyone for attending.</p> <p>No Conflict of Interest declarations were made.</p>	
<p><b>2. Minutes of the last Board Meeting (22<sup>nd</sup> August 2017)</b></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>Minutes have then been agreed and signed-off.</p>	
<p><b>3. Manager's report</b></p> <p>Due to an on-going disruption of the printing facilities, no paper copies have been made available to the Co-op Board prior to the meeting.</p> <p>Nonetheless, the KPIs and financial figures are ready and the Estate Manager (JWM) will send electronic copies at the earliest opportunity.</p>	

<p><b>4. Governance</b></p> <p>All the policies required to date have been re-drafted and signed-off. The Business Plan has been approved by the Board and the Annual Report is being finalised for the AGM. MVS said that training is being arranged for all Board Members according to the gaps identified by each individual and will be undertaken starting October, in governance, finance, and growing the co-op as a business. MVS will contact Watling Gardens, to see if their Board members would like to be included in the training and apportion the costs accordingly.</p>	<p>JW Board MVS</p>
<p><b>5. MMA</b></p> <p>Still waiting for feedback and a response from BHP/Council on MMA with all the track changes sent to BHP any the Chair in June which were forwarded to BHP's legal department. Negotiations on our management and maintenance allowances are still needing to take place with BHP/Council, we will be require our advisor to be present for advice to the Board.</p>	<p>MVS</p>
<p><b>6. Human Resources (HR)</b></p> <p>Note taker position. This position is currently vacant and needs to be advertised. The Chair is currently dealing with the matter.</p>	<p>MVS</p>
<p><b>7. Finance</b></p> <p>a) Monthly account report. Due to the aforementioned on-going disruption of the printing facilities, no paper copies have been made available to the Co-op Board prior to the meeting.</p> <p>b) The Business Plan has been finalised and a number of improvement works for the estate have been identified. These will be paid using the surplus identified in the audited accounts.</p>	
<p><b>8. Chair's report</b></p> <p>MVS' main focus is to prepare the AGM and organise the training courses in-house.</p>	<p>MVS</p>
<p><b>9. Board nominations</b></p> <p>The final number of nominations will be communicated at the AGM.</p>	

<p><b>10. Kilburn Square Development meeting</b></p> <p>On 8<sup>th</sup> September MVS and others attended a drop-in session organised by BHP and contractors for the new buildings planned for the estate. A plan was presented showing the site area and the accesses to the site from Brondesbury and Algernon Roads</p>	
<p><b>11. Five-year continuation ballot</b></p> <p>From 1<sup>st</sup> September 2017 onwards informative leaflets about the Co-op activities have been circulated in preparation for the ballot. Approximately 40 participants have already voted.</p>	
<p><b>12. Estate security</b></p> <p>It was reported by JW that young girls have been seen smoking drugs in the low rises. They don't seem to belong to the estate and the CCTV cameras should be exploited to investigate the issue.</p>	
<p><b>13. Parking</b></p> <p>Some residents requested to review the fees for the visitor's permits (12 scratch cards for £20) at last General Meeting. The Board discussed different options, including paying part of the fee for the elderly or asking Wing to issue batches of 3 or 6 cards, instead of 20. A decision will be made by the end of the financial year.</p>	
<p><b>14. Annual General Meeting</b></p> <p>Due to the aforementioned on-going disruption of the printing facilities, this is going to be moved backwards from Thursday 14<sup>th</sup> to Thursday 21<sup>st</sup> September 2017.</p>	
<p><b>15. Sub-committee reports</b></p> <p>None available.</p>	
<p><b>16. AOB</b></p> <p>Major works issues outstanding in the low rise. We are still waiting for Wates to complete the pointing, replace the grass and carry out all the snagging works which should have started in July 2017.</p>	

The Board Meeting was adjourned at 20:30.

Next meeting date: Tuesday 10<sup>th</sup> October 2017 at 19:00.

Minutes agreed by:

Agreed P. Field. (1)

Agreed A. Welch (2)

Chair's Signature Margy Jan Stn

Date 24 October 2017