

<p style="text-align: center;"><b>Kilburn Square Housing Co-operative: Board Meeting held on 14<sup>th</sup> November 2017 at 19:00 Community Hall of the Tower Block</b></p>	<p style="text-align: center;"><b>Actions</b></p>
<p><b>Present:</b> Margaret Von Stoll (MVS) - Chair Pauline Fell (PF) - Deputy Secretary Jennifer Welch (JW)- Secretary Antonio Messina (AM) - Treasurer Patricia Hogan (PH)- Deputy Chair Charlotte Fonceca (CF) - Board Member Maxwell Antwi (MA)- Board Member</p> <p><b>Apologies:</b> Jennifer Williams (JWM) - Estate Manager</p> <p><b>Minute taker:</b> Pearl Williams (PW)</p>	
<p><b>Conflict of Interest:</b></p> <p>No declarations were made.</p>	
<p><b>1. Minutes of the last Board Meeting (for the 24<sup>th</sup> October 2017)</b></p> <p>a) Accuracy</p> <p>JW stated that 5 Board Members need to be present to hold a meeting and this needs to be clarified in the Board policy.</p> <p>b) Matters Arising</p> <p>JW wanted to clarify what the Manager stated at the last meeting regarding that payments for the staff Christmas party were going to be discontinued. MVS stated that the Christmas staff party and Christmas vouchers should have been declared at the end of each financial year on P11d form as they are taxable, staff will have to fund their own Christmas dinner in future.</p> <p>c) Agreement and Signing of the Minutes.</p> <p>PF and JW signed and agreed minutes.</p>	

<p><b>2. Manager's Report</b></p> <p>The Manager's reports were not all available for this meeting.</p> <p>MVS gave the figures pertaining to the key performance indicators.</p> <p>October figures: 99.2 % Rent Collected    99.5% Target Rate                                   2.1% Rent Arrears                    2.3% Target Rate</p> <p>Brent's Rent Arrears Rate 2.6%          Rent loss through voids stands at 2.1% so KSHC are on target with 1.15%</p>	
<p><b>3. Governance</b></p> <p>MVS said the charging policy is still to be completed.</p> <p>MVS received an email was received from CB on 7<sup>th</sup> November which is due to be actioned when JWM returns.</p> <p>Training with Liz Michael is scheduled for the 2<sup>nd</sup> December at 9.45am. Kieran and Peter from Watling Gardens will also be attending. Nine persons plus lunch and refreshments which will come out of the training budget.</p>	<p>JMW</p> <p>Board/M VS</p>
<p><b>4. MMA</b></p> <p>MMA is still outstanding meeting required with the council, Board and our advisor.</p>	
<p><b>5. Human Resources (HR)</b></p> <p>Pearl Williams (PW) has been contracted for the Note Taker position. The service agreement was signed by PW and MVS.</p>	
<p><b>6. Estate Security</b></p> <p>a) Monthly Account Report</p> <p>AM received the monthly accounts from Yasmita Kotecha (YK) on a monthly basis from previous meeting.</p> <p>The key financial figures for 541,898 is the Board's total cash balance. We also register the balance 'YEAR TO DATE VS 'ACTUAL cash flow' according to figures at present. Various budget VS actual balance of 22,871. income statement April – October 2017. AM hasn't spoken to JWM yet. Ground maintenance, was showing in other staff costs. AM said that some investigation is needed as to why these figures are budgeted for but not showing in the actual cash flow.</p> <p>JWM, on a monthly report informs the Board on financial issues.</p> <p>b) Cheque Signatories (removal of past board member/s)</p> <p>To remove Zaler Montana (ZM) as a cheque signature from bank accounts. Bank to be notified.</p>	


<p style="text-align: center;"><b>7. Estate Security</b></p> <p>MVS stated that the gas scaffolding is scheduled to come down and the associated Portaloo removed from outside Varley House tomorrow.</p> <p><b>ADS CCTV</b> Rathbone House / Brondesbury Road, car park gate 3, has to be left open for access as the underground camera cabling needs to be removed from the new build site. There are quite a few cameras out of action, ADS are due to come back to fix them.</p> <p><b>Lighting</b> CF informed that the lighting near Argos and the market walk way is out of action. MVS noted that a light along the nursery walk way and on the stairway near the clinic are also not working.</p> <p>JW stated that there is still Wates major works scaffolding up by the Rathbone / Varley House lift porch but she has not seen any workmen on it for some time. MVS will ask for an update on the lift porch area scaffolding.</p> <p>PH stated that antisocial behaviour still persists with the smoking of illegal substances and noise till the early hours on Rathbone and Varley House (low rise blocks). JW stated that she believed a resident has been spoken to concerning their visitors displaying ASB. MVS said she contacted SNT after a 101 call. SNT informed MVS that a dispersal order can be put in place as long as there is a large volume of complaints pertaining to that area.</p>	Office
<p style="text-align: center;"><b>8. Additional Meetings</b></p> <p><b>MVS Complaint</b> Outcome – Complaint not upheld</p> <p><b>Signage Meeting</b> Needs to be arranged. JW asked for comments pertaining to signage information she previously sent to the Board, to be sent to her prior to meeting arrangement. JW stated that if she did not receive any comments prior to the meeting she would assume there is agreement on her comments. Board to email comments on signage.</p> <p>PF and MVS stated at the last AGM, the Board agreed signage to be improved.</p> <p><b>Survey Results meeting</b> Wait for JWM's return.</p>	Board
<p style="text-align: center;"><b>9. General Meeting and Christmas Party</b></p> <p>12<sup>th</sup> December is the date of the next Board meeting.</p> <p>14<sup>th</sup> December is the General Meeting and Christmas party.</p> <p>MVS will get refreshments on a budget of £50 to £60. There will be a £10 prize voucher from the Santander account.</p>	MVS

<p><b>10. AOB</b></p> <p>Some residents on the Victoria Road side of the estate have had delivery problems. MVS stated that it might be best to contact the Post Office regarding the addressing of that side of the estate. It is currently logged as Brondesbury Road and maybe it should be officially logged as Victoria Road.</p> <p>The Board's Christmas dinner has been provisionally booked for Thursday 7<sup>th</sup> December table to be booked for 7pm. MVS said the money for the dinner will come out of the Santander account.</p> <p>JW asked if we could invite the staff to attend with us as it would be nice to have a joint meal. MVS said she will email the staff and invite them.</p>	<p>MVS</p> <p>MVS</p>
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The Board Meeting was adjourned at 20:25.

Next meeting date: Tuesday 12<sup>th</sup> December 2017 at 19:00.

Minutes agreed by:

Agreed  (1)

Agreed  (2)

Chair's Signature 

Date 12 December 2017