

<p style="text-align: center;">Kilburn Square Housing Co-operative: Board Meeting held on 12th December 2017 at 19:00 Community Hall of the Tower Block</p>	<p style="text-align: center;">Actions</p>
<p><u>Present:</u></p> <p>Margaret Von Stoll (MVS) – Chair Patrica Hogan (PH) - Deputy Chair Charlotte Fonceca (CF) – Board Member Maxwell Antwi (MA) – Board Member Jennifer Welch (JM) - Secretary</p> <p><u>Minute taker:</u> Pearl Williams (PW)</p>	
<p>1. Apologies</p> <p>Jennifer Williams (JWM) – Estate Manager Pauline Fell (PF) – Deputy Secretary Antonio Messina (AM) - Treasurer</p> <p>No Conflict of Interest declarations were made.</p>	
<p>2. Minutes of the last Board Meeting (for the 14th November 2017)</p> <p>a) Accuracy</p> <p>JW amended section Matters Arising to show Christmas vouchers should be declared at the end of the tax year on P11d form as they are taxable.</p> <p>b) Matters Arising</p> <p>The email which was outstanding was actioned by the manager.</p> <p>The office has been informed about the lighting.</p> <p>c) Agreement and Signing of the Minutes.</p> <p>PH signed JW signed and agreed minutes.</p>	

<p>3. Manager's Report</p> <p>KPI – Noted Income Statement - Noted Statement of Comprehensive Profit/Loss – Noted Final Budget – Noted Monthly Cash - Noted Cash in Bank – Noted Budget Control – Noted TMO's Rent Performance Report – Noted Arrears Management – Noted Voids – Noted</p> <p>Voids There is 1 void on the estate buy back which has been void from since 5th October 2017. There are on occasions where buy back properties are let to private tenants. This will need to be addressed in the new MMA as the TMO currently manages all of the properties on the estate.</p> <p>To be noted: Brent Council have made 2 bedrooms into 3 and 3 bedroms into 4. Television points will need to be installed in the dining rooms which has now become a sitting room.</p> <p>Finance The Board needs to prepare the budget in the New Year. In the Year to Date column, November actuals variance starts on the 1st – Noted.</p> <p>Parking In regards to parking permits, JW said that a number of the residents requested for a carers permit.</p>	
<p>4. Governance</p> <p>JWM has dealt with MMA.</p> <p>The Board had training on 2nd December and it was a success. The Board may need to revisit some areas of training, MVS said to let her know if there was any training the Board wish to undertake.</p> <p>Internal Audit The Board are waiting for a response from the auditors to get an improved rating as they have sent evidence to be taken into account.</p>	
<p>5. MMA</p> <p>Liz Michael will be helping with MMA in January as the Council wants to progress it. Negotiations with the council are to happen.</p>	

<p>6. Finance</p> <p>See Managers Report – Monthly Accounts Noted</p>	
<p>7. Risk Management</p> <p>MVS stated that she had a word with JWM concerning insurance cover for the £85,000 in the bank, as any amounts over that figure would be at risk without an insurance policy.</p> <p>Apprenticeships and Succession</p>	
<p>8. Estate Security</p> <p>JW said there was an influx of loiters hanging around the Victoria Road car park side of Rathbone and Varley House. JW said that they seem to be particularly interested in being able to see down into the Victoria Road side car park. MVS said there could be connections to Victoria Road.</p> <p>CCTV needs to be prioritised in the area by Brent Council.</p> <p>CF reported of the drug smell in the Tower Block. The office has been notified.</p> <p>Lighting is still an issue outside Argos and the nursery.</p>	
<p>9. Additional Meetings</p> <p>9a. Survey Result</p> <p>MVS said the Boards' meeting with the Newman Francis consultant was very positive. There are of course still items to improve for example more communication with residents. Newman Francis met the Co-op staff today (12th December).</p> <p>9b. Signage Meeting</p> <p>Signage meeting to be arranged. JW will send out dates later for a signage meeting.</p> <p>9c. Budget Meeting</p> <p>Budget meeting will be set for January.</p>	
<p>10. General Meeting and Christmas Party</p> <p>MVS has ordered sandwiches and the meeting starts at 7.30 pm as usual. There will be one raffle prize of a £0 voucher.</p>	

<p>11. AOB</p> <p>New build</p> <p>ADS are doing work on the cabling under the pedestrian footpath. The tarmac has to be relaid before the pedestrian gate is put back into action.</p> <p>JW asked if KSHC does not end up managing the new build, does that mean they will not have access to car parking areas? MVS stated that if KSHC does not manage the properties then no they will not have access to any of the car parks.</p> <p>Wates</p> <p>There is still scaffolding erected and major works have still not been completed. No one has been seen working on the scaffold for over 3 weeks. They still have windows to install in one of the flats.</p>	

The Board Meeting was adjourned at 19.55.

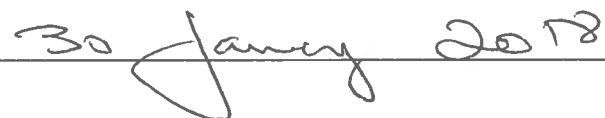
Next meeting date: Tuesday the 16th January 2018

Minutes agreed by:

Agreed  _____ (1)

Agreed  _____ (2)

Chair's Signature  _____

Date  _____