

<p style="text-align: center;">Kilburn Square Housing Cooperative: Board Meeting held on 13 June 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) Patricia Hogan (PH - Member) Jennifer Welch (JW - Secretary) Martin Page (MP – Member) Jennifer Williams (JWM - Estate Manager)</p> <p>Apologies: None</p> <p>Visitors: None</p> <p>Minute taker: MVS (minute take minutes not sent)</p>	
<p>Meeting started at:</p> <p>7:00pm</p>	
<p>1. Welcome and Declaration of Interests</p> <p>No declarations of interest were made.</p>	

<p>3. Manager's report – including Key Performance Indicators (KPIs)</p> <p>Arrears management Rent collection for May period within target and achieved. 1.6% gross rate Outside target for gross rent collection Target 99.5% rent collected 98.6%. This was due to no training provided to the TMO on the new V6 rents system.</p> <p>Camera underground car park Waiting for BHP carry out their asbestos report, once confirmation received ADS will remove and utilise elsewhere.</p> <p>Fobs All Wates fobs have been deactivated.</p> <p>Newsletter May addition issued</p> <p>Polices All Risk assessment training undertaken by Croner. Risk assessments complied following H&S audit.</p> <p>Sandy/Barrett Lift The lift is currently being replaced.</p> <p>Wates To clear underground car park and to do all the snagging and landscaping.</p> <p>Budgets Treasurer to fill in paperwork for internet banking Three separate Bank accounts, 1) MMA 2) Social fund 3) Surplus.</p> <p>Trees The tree works to commence on Monday 10 July. The two trees on the public highway are not being done. This was approved by the Board</p> <p>WI Fi Is up and running in the large meeting room. All board meetings will be shown on the screen. A new projector and screen needs to be purchased</p> <p>Wing Our car parking provider Wing visits the estate at different times, so it is not routine and the times are unknown.</p> <p>Car Parking Gates The loops were removed from the original contract, they have been reinstated and will be installed. Board approved replacement of the damaged gate Victoria/Rathbone Gate cost under £9,000</p> <p>KPI'S Reviewed and performance remains good</p>	<p>Wates</p> <p>AM</p> <p>Board</p> <p>APPROVED</p>
<p>4. Governance</p> <p>Polices Conflict of interests for Board Members – fully completed.</p> <p>Training A training program is in development</p> <p>Business Plan Should be completed this month</p> <p>Annual Report Is being developed with end of year Finance Accounts, our KPI's, and governance information to be included.</p> <p>5 year Ballot To go out to tender for our 5 year ballot</p> <p>Internal Audit Report</p>	<p>BOARD</p> <p>BOARD</p> <p>BOARD/JMW/ Accountant</p> <p>BOARD</p>

11. AOB General Meeting reminder to all Board Members to attend this Thursday at 7.30pm 15/6/17	
Next Board meeting: Tuesday 11 July 2017 at 7.00pm	
Meeting adjourned at: 9:00pm	

Minutes agreed by:

Agreed P. Fell (1)

Agreed P. Hogan (2)

Chair's Signature Morgan Jans

Date 11/7/2017