

<p style="text-align: center;">Kilburn Square Housing Cooperative:</p> <p style="text-align: center;">General Meeting held on 12 January 2016 at 7.00pm</p>	<p style="text-align: center;">ACTIONS</p>
<p>Present: Margaret Von Stoll (MVS - Chair), Pauline Fell (PF – Vice Chair), Hassan Mahmood (HM- Treasurer), Martin Page (MP - Member) late, Patricia Hogan - late (Member), Deborah Scotland (DS – Member), Zaler Montana (ZM – Member).</p> <p>1. <u>Welcome & apologies</u></p> <p>Meeting started at 7.20pm. Apologies received from Marta Riccadi, Jennifer Welch and Ben Choudhary.</p>	
<p>2. <u>Minutes of last meeting (1/12/15) & matters arising</u></p> <p>a) Accuracy Page 1 - to clarify, both staff and Board had experienced bereavements. Item 4 'Chair's report' - PF noted there was recognition of all staff, not just those mentioned in the minutes.</p> <p>b) Matters arising</p> <p>6c- MVS confirmed none of the quotes received had not been split. MVS had asked for a breakdown of the £600 invoice. ACTION: staff to follow up and obtain a detailed invoice.</p> <p>6d - the newly laid cables are very strong. It is unlikely these could be damaged by rodents.</p> <p>6e - JW had circulated copies of signage to all. ACTION: Estates sub-committee are to arrange a residents' survey (i.e. regarding complaints).</p> <p>AOB - PF noted issue of stairwell cleaning was addressed. <i>Minutes of 1/12/15 agreed as accurate (PF, DS).</i></p>	<p style="text-align: center;">MVS/staff</p> <p style="text-align: center;">Estates S</p>

<p>3. Chair's report</p> <p>3.1 MVS reported, There was a meeting with Steven from Capital Consulting Engineers regarding the tower block - MVS, Linda and Rudy were also present at the meeting. Steven explained plans to undertake a structural work survey. This will start during week of 8/2/16. Professional mountaineers will be abseiling from the top down inspecting the brickwork, roof and balcony handrails taking small samples, they will also be looking at windows where water seeps through. They will inspect internally at a couple of flats; Linda will provide leaseholders addresses and the addresses of those who reported the window problem. KSHC will receive a report from Capital Consulting Engineers. It should be noted that there no plans to erect costly scaffolding.</p> <p>3.2 PFM has been signed off work until 5/2/16. The grievance issue is being handled by Lornette"- delays are acknowledged.</p>	
<p>4. Finance</p> <p>a) Cheque signatories - for HSBC it will be JW, ZM, MVS and HM. Santander bank signatories are PF, MVS and HM. ZM could be the fourth signatory, if required. ACTION: PF is to update Yasmita on new signatories. Regarding progressing a credit card, HM confirmed he had signed the form.</p> <p>b) Inspection of accounts - MVS has received some financial information, but not the budget to-date. It was noted that Tony Gyan was to train Yasmita on certain financial duties. There was an issue with transferring data onto SAGE in December. Tony may be asked to attend next month's Board meeting.</p> <p>c) Pension update - MVS noted documentation was sent to Board. ACTION: MVS and HM will meet and review pension providers. A few companies have been recommended. Also, an enquiry should be made to see if existing pensions can be transferred. ACTION: Tony is to attend the February 2016 meeting.</p>	<p>PF</p> <p>MVS, HM</p> <p>Tony</p>

5. Estate

a) Contracts ending soon (if any); KSHC will remain with the current gas supplier. The gas company gave KSHC a very good rate. Mobile phones contract runs until March 2016. PF recalled that Board officers were to be issued with mobiles (i.e. Chair, Secretary and Treasurer). MVS noted a report on mobile phone contracts was needed for the next meeting. The contract with Croner Consultants may end on 13/2/16; it is advisable to extend as their HR advice and other services are needed.

b) Health & safety report - PF suggested deferring this item until JW is available (i.e. February 2016 meeting).

c) Quotes - none to report on.

d) Security gates and fob report; MP gave an update and circulated a draft report that had photos. At sub-committee meeting there was discussion on how much money could be spent. All quotes received for the gates differ. ADS' is the most expensive - £40k plus. MP suggested setting £40k as the upper limit. DS recalled sub-committee also discussed using the same gates or changing them. ZM noted the sum of £28k was quoted for similar work. The motor needs to be changed, but not necessarily the gates. *DS offered to try and find the £28k quote, which may be amongst papers at home.* MVS noted that a quote was also needed on gate maintenance. MP confirmed that Parkit quoted £185 callout fee, for an hour's work. Parkit also quoted £360 for annual service visit: MVS advised having quarterly servicing. **ACTION: staff to compile details of ADS yearly callout costs. ACTION: MP to email suggested dates for sub-committee meeting.** MVS suggested undertaking site visits, in order to see other gates. MVS wondered if there was scope for bringing in a 'gates expert'. It is acknowledged that the Board lack expertise in this area. HM advised looking at organisations with similar gates; auctioneer companies, car pounds and so on. **ACTION: MP will provide an update on gates to Board.**

MVS thanked both MP and DS for their hard work on the matter.

e) Signage; an email was sent on the subject. MVS felt it was best to discuss at sub-committee or when JW is available. There must be consideration for what is needed, what should be removed and wording.

f) Rathbone garage residents' meeting - this is now on 21/1/16, 4pm to 7pm. MVS asked Board members to encourage resident attendance for the meeting on 21/1/16. 5 trees will be lost in the proposed developments; also less income due to a reduction in parking permits. The same developer obtained planning permission for Clemance Court. MP felt new residents should be involved with events at KSHC (also join the Board).

Staff
MP

MP

<p>6) <u>Sub-committee reports</u> None tabled for this meeting.</p>	
<p>7) <u>Governance</u></p> <p>a) MMA meeting MVS noted the need for more Board member input. The MMA does need some tweaking. HM suggested closing the 'concierge' and reporting all issues to KSHC office.</p> <p>b) Co-op policies All need to be reviewed though 'parking permits and changes' should be prioritised. All agreed that MP should Chair the Estates sub-committee (no objections). Regarding visitors permits these need to be larger and more visible.</p>	
<p>8) <u>HR review</u></p> <p>A HR meeting has not yet been held and one is needed to discuss things underway. MVS will email suggested dates to all.</p>	MVS
<p>9) <u>Complaints</u></p> <p>All complaints and issues should be detailed and made available at Board meetings. The current format of reporting is vague and unclear. Aspects should be numbered, and a note made of any outcomes.</p>	
<p>10) <u>Any Other Business</u></p> <p>10.1 DS requested a breakdown of leaseholders' charges for cleaning. MVS clarified that cleaning on the estate is apportioned. DS noted her lease states that only Varley's cleaning is charged.</p> <p>10.2 DS asked about reinstalling an internal security gate. Both MVS and PF recalled the internal gates posed a fire hazard; as such they were removed. ACTION: MP will enquire about security on the low rise blocks.</p> <p>10.3 PF requested that 'grounds maintenance' is an agenda item for the next meeting.</p> <p style="text-align: right;"><i>Meeting closed at 9pm.</i></p>	MP

Minutes Agreed By

Agreed P. Fell (1)

Agreed Ullak and Hasan (2)

Chair's Signature Marge Van der

Date 2/2/2016

**Kilburn Square Housing Co-op Board Meeting Agenda
Tuesday 12th January 2016 at 7:00pm, in the Community Hall**

Agenda

- 1. Welcome and apologies**
- 2. Minutes of the last meeting (1st December 2016)**
 - (a) Accuracy
 - (b) Matters arising
- 3. Chair's report (if available)**
- 4. Finance**
 - (a) Cheque signatories all accounts – HSBC, Santander, credit card
 - (b) Inspection of accounts – budget spend to December, statements, invoices etc
 - (c) Pension update
- 5. Estate**

<ol style="list-style-type: none">(a) Contracts coming to an end (if any)(c) Quotes – if any(e) Signage	<ol style="list-style-type: none">(b) Health and Safety report(d) Security gates and fobs - report(f) Rathbone garages residents meeting 14th January 2016 – 4:00 to 7:00pm
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- 6. Sub-committee reports (if available)**

<ol style="list-style-type: none">(a) Finance(d) Social	<ol style="list-style-type: none">(b) Estate / Maintenance	<ol style="list-style-type: none">(c) HR / employment
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- 7. Governance – (a) MMA meeting (b) Co-op policies**
- 8. Human Resources - review**
- 9. Complaints (if any) - for the previous month**
- 10. AOB**

Date for next meeting Tuesday the 2nd February 2016 at 7:00pm

