

<p style="text-align: center;"><b>Kilburn Square Housing Cooperative:</b></p> <p style="text-align: center;"><b>General Meeting held on 10 March 2016 at 7.30pm</b></p>	<p style="text-align: center;"><b>ACTIONS</b></p>
<p><b>1. Chair's welcome</b> MVS Welcome and thanked all for attending.</p>	
<p><b>2. Apologies</b> Apologies received from Hasan Mahmood, Marta Riccardi, Jennifer Welch, Ben Choudray, Ian Von Stoll</p>	
<p><b>3. Minutes of last General Meeting_</b> 3.1 Minutes from the last meeting agreed 3.2 MMA has not yet been sent to BHP 3.3 Rathone garage new build update still pending</p>	
<p><b>4. Matters Arising</b> 4.1. The Estate manager Pauline Facey resigned on the 17th of February 2016 4.2 The Cork Public House, JW sent the photos to Brent Council. 4.3. The board has employed a part-time Consultant Andrea Johnson to assist the Board. <b>Minutes Agreed and signed.</b></p>	

## 5. Accounts Budget Financial year April 2015- March 2016

### 11 months Accounts - income and expenditure to February 2016

5.1 income and expenditure was presented up until February and we are well within budget this year as substantial savings met especially on the staffing.

5.2 Health and safety is slightly higher than budget, but still relatively OK.

5.3 Admin, maintenance and repairs was discussed as was front of desk services.

5.4 Caretakers are incorporated under maintenance costs / service charges have increased.

5.5 Cleaning staff were discussed and appears to be presented under admin staff charges.

5.6 Request for a Special leaseholders meeting regarding service charges

5.7 Security costs were queried and the detail breakdown was requested along with staffing costs.

5.8 Job Descriptions of caretakers and staff were asked for, to review their duties

## 6. New Parking policy and charges

6.1 There are currently two commercial vehicles parking on the estate.

6.2 There were questions about the way to control the visitors parking permits as they are being used by residents to park their own vehicles, on the estate.

6.3 There are concerns with the garages and BHP new charges.

6.4 The cost of the visitors parking permits being reviewed was discussed and the prices were enquired about. It was previously 5 now it's 30 for residents if it is lost.

6.5 The caretakers should be ensuring the permits are being displayed and used responsibly and the duties of the caretakers was questioned

6.6 It was mentioned that contractors permits would be stopped and residents would be required to use their visitors permit if they have a contractor visit

6.7 People want the contractor permits to stay

6.8 Parking policy will be taken back to the board as people are unhappy with the contractor permit being taken away

6.9 Board wants to have a look at the 1) extended permit charge, (deposit with refund, there will be a charge) and 2) visitors lost permit charge. The other charges were agreed

6.10 Questions were raised about the costs being charged to social services and the clinic for parking and also transparency was requested as to where the parking money was being used.

**7. Update on estate issues**

7.1 Manager has left, and we now have a consultant working with the board helping us with updating our policies, the MAA, the security gates external and internal low rise and CCTV.

7.2 Concierge should be taken off as tenants and leaseholders services charges. It is a part time front office desk admin position and not concierge and don't see what we are paying for a service we do not receive.

**8.0 Estate Security**

8.1 There have been a lot of youths on the estate and the police have been called several times. They come in groups of 10-12 and are smoking, taking drugs and drinking. If anybody sees the youths please call the police. They are also hanging out around the clinic. They may be using an emergency services key to get in. The more people that report the issues the more seriously the police will take the issue.

**9. Any other Business**

9.1 No other business

**10. Co-op Attendance Raffle Draw**

10.1 Number 38 Margaret Von Stoll      Barrett House

10.2 Number 44 Janet Decruz              Sandby House

10.3 Number 49 Martin Page                Sandby House

Minutes Agreed By

Agreed \_\_\_\_\_ (1)

Agreed \_\_\_\_\_ (2)

Chair's Signature \_\_\_\_\_

Date \_\_\_\_\_