

<p style="text-align: center;">Kilburn Square Housing Cooperative: Board Meeting held on 6th December 2016 at 7pm in the 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) Patricia Hogan (PH - member) Antonio Messina (AM - Member) Zaler Montana (ZM - Member) Martin Page (MP - member) arrived at 7.20pm Jennifer Williams (JWM - Estate Manager)</p> <p>Apologies: Apologies from Hasan Mahmood (HM - Treasurer) and Jennifer Welch (JW - Secretary)</p> <p>Minute taker: Laura Pemberton-Nelson (LPM)</p>	
<p style="text-align: center;">1. Welcome and Declaration of Interests</p> <p>MVS welcomed everyone. No declarations of interest.</p>	
<p style="text-align: center;">2. Minutes of the last meeting</p> <p>Matters arising from the previous minutes:</p> <ul style="list-style-type: none"> - Under estate points for discussion, the question raised should have been grounds maintenance contract, and the question came from the council. - The fireworks being thrown at people that was included in the last minutes was on the Kilburn High Road, not on the estate. - PF was stated to be Vice Chair, however she resigned from this post and is just a member now. <p>Noted that PH and ZM's skills reports are still needed. Also noted that the Manager's report just needs to be attached and not minuted.</p> <p>Minutes agreed by PF and ZM.</p>	

<p>3. Manager's report</p> <p>There is a problem with there not being an up to date list on who has fobs. There has also been an issue of more permits than spaces. 79 people have got car parking spaces, but there have been 199 visitors' permits given out, even though there is only a total of 108 spaces (some spaces go to the clinic and other organisations). It was suggested here should be one fob per car due to the limited spaces. The car parking policy has to be reviewed. Leaseholders who are not living on the estate cannot get a fob, and sub tenants cannot get fobs, as this cannot be controlled. The Board agrees that you only get a fob if you have a permit to be on the estate, or for garage owners, but anyone else will not get one. The Board want to outsource the permits, but income has to be made on it.</p> <p>It was noted that rent arrears will rise around Christmas time, and the figures will fluctuate between Christmas and the New Year. MVS congratulated KSHC on the collection rates, which is over 100%. Void properties was also congratulated - there is only one. It may be over 61 days but they will try to get it back as quick as possible.</p> <p>PF said that the car gates are sometimes open, and JWM said that the gates will be closed from 5.30pm from now on. Rubbish around the gates has been cleared up. Noted that the gate has been hit, as evident by a dent on it on the 6th December - the dent was not there on the 21st. However the gates still work.</p> <p>The new build will happen with grounds work already being started. There is an extra three units - originally it was thought that there would be 24, but it appears that there will be 27 units. Full works should be completed by Dec 2018 – the sub-station has to be relocated.</p> <p>Noted that the money has been refunded for the commercial vehicle permit.</p> <p>A list of all the sealants on the fire doors has to be compiled.</p> <p>Budget for management account has a healthy surplus. However it was noted that the budget will be prepared differently next year - it should not be averaged over 12 months. Instead, it will be done by what is spent in that month.</p>	
<p>4. Governance</p> <p>Unanimous approval on all the policies by the board on 6th December.</p>	

<p>5. MMA</p> <p>No chapters were agreed with, and the board is waiting until all of the chapters come back in one document and the board will wait to see what legal disagrees with and why. Allowance is supposed to be a negotiation. T</p> <p>An email was received on the 6th December to say that allowances for next year will be reduced by 5% - there has been no negotiation on that, even though allowances are supposed to be a negotiation. There will be a formal email from BHP in the new year.</p> <p>The reduction equates to approximately £20,000. The board is also waiting to find out if the cooperative will manage the new builds.</p> <p>The board notes that they will try to make savings on the repair side.</p> <p>A further meeting needed when there is more information from Liz Michael on the allowances.</p>	<p><i>Not Mentioned</i></p>
<p>6. Human Resources</p> <p>The housing cooperative will put 3% into its employees' pensions. HR advisor, Lornette Pemberton has said that some of the staff have asked if they could take a 3% in the form of an increase in salary instead. The board unanimously state no to this, and if people do not want to join, then they do not get an increase in pay.</p>	
<p>7. Finance</p> <p>It was decided that the business away day will take place on approximately 11th February 2017.</p>	
<p>8. Estate points for discussion</p> <p>(f) Signage: This will be looked at in the new year</p> <p>(g) The garden contract was on a rolling contract, and stated that there would be an increased price .</p> <p>(h) No free parking permits anymore for anybody; it has generally been abused, and there will be scratch cards for residents with cards to use, which will be operated by an outside operator.</p> <p>A question was raised by MVS about whether motorbikes should also require permits.</p> <p>There may be a fob audit in the future.</p>	
<p>9. Chair's Report</p> <p>MVS was at a board meeting for BHP and had to declare conflict of interest as the Chair of the cooperative and leave.</p> <p>There have been reports of children climbing on the roof, and reports of it sounding like people are on the roof.</p>	

<p>10. Sub-committee reports</p> <p>None</p>	
<p>11. AOB</p> <p>There will be a sub-committee meeting on Tuesday 17th January 2017 for new parking and charges policy.</p> <p>General meeting party budget - up to £100 agreed . Board Christmas dinner budget of up to £150. Staff Christmas meal budget up to £200 for the 15th December . Staff Christmas box - 8 x £30. AM and PH stated that they would not be at the General Meeting taking place on 8th December 2016.</p>	

Meeting adjourned at 8.41pm

Minutes agreed by:

Agreed P. Fell (1)

Agreed A. MESSINA (2)

Chair's Signature Wag Jansen

Date 10 July 2017