

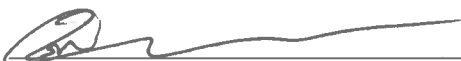
<p style="text-align: center;">Kilburn Square Housing Cooperative: Board Meeting held on 1st November 2016 at 7.30pm</p>	<p style="text-align: center;">Actions</p>
<p>Present: Margaret Von Stoll (MVS - Chair) Pauline Fell (PF - Vice Chair) Martin Page (MP - member) Antonio Messina (AM - member) Zaler Montana (ZM - member)</p> <p>Welcome and Apologies: Apologies from Patricia Hogan (PH - member), Hasan Mahmood (HM - Treasurer), Jennifer Welch (JW - Secretary) and Jennifer Williams (JWM - Estate Manager)</p> <p>Minute taker: Laura Pemberton-Nelson</p>	
<p style="text-align: center;">1. Welcome and Declaration of Interests</p> <p>No declarations of interest.</p>	
<p style="text-align: center;">2. Minutes of the last meeting</p> <p>Matter arising - AM was not included in the present list on the previous minutes Matter arising - The board stated they would like to be notified of when Tony has paid the co-op for his overpayment, as mentioned on page 2 of the previous minutes. Matters arising - Page three of the previous minutes states that the person who tried to commit suicide kicked out the fourth floor window frame. This is incorrect. No other matters arising.</p> <p>Minutes approved by ZM and AM</p>	

<p>3. Manager's report</p> <p>No KPIs</p> <p>There was training on 18th October on rent arrears and it was stated that KSHC will continue to use new arrears procedure.</p> <p>The security gates were supposed completed by end of October but is running over. MVS stated that she will try to find out the development of the security gates.</p> <p>Once the internal auditors have finished, the audit will be circulated to board. JWM will do written report monthly to explain any variances. It was stated that the finance policy and procedures need to be reviewed in order to reflect changes. Hospitality, declaration of interest and code of confidentiality to include Yasmita</p>	
<p>4. Governance</p> <p>The policies that need to be adopted need to be listed.</p>	
<p>5. MMA</p> <p>MVS said that she will speak to JWM on the progress of the MMA and will inform the board on the progress.</p>	
<p>6. Human Resources</p> <p>It was decided that the board agrees with, will recommend and will be going with Smart Pensions for the staging day of February 2017. This is because this is the best option for co-op and staff. The HR consultant, Lornette, will come in to explain the pension to the staff and answer any questions.</p>	
<p>7. Finance</p> <p>The board officially agreed the budget. The budget for next financial year will be prepared on the basis that the budget remains the same as it was for this financial year.</p> <p>The new account consultant is Derek James.</p> <p>The board will also try to get the figure of how much is in the bank as well.</p> <p>It was mentioned that a leaseholder was charged for work in the tower block that did not take place and then credited for that money back.</p> <p>The dates for a business away day was discussed and it was decided that the business away day should be around February 2017.</p>	

<p>8. Estate points for discussion</p> <p>(h) - Parking, car parks - commercial permit refund: There was a question raised about whether it is possible the reduce contract of maintenance due to the scaffolding.</p> <p>The final complaint was upheld about commercial vehicles - the permit has increased to £350.</p> <p>The board agreed to refund the money of £200 to each of the two vehicles the complainant has in regards to the increased permit costs. It was stated that parking will be on agenda for the meeting on 8th December.</p> <p>It was noted that the co-op should ensure accurate and precise minute taking and keeping takes place</p>	
<p>9. Chair's Report</p> <p>MVS was at neighbourhood meeting, and brought up the issues of youths on the estate, scaffolding and fireworks being thrown at people. The next meeting will be in January 2017.</p>	
<p>10. Sub-committee reports</p> <p>None.</p>	
<p>11. AOB</p> <p>The member skills audit had not been completed by HM, PH and ZM Everyone had signed the board member confidentiality apart from HM. Declaration of board members interest had been signed by all members.</p> <p>The Christmas board dinner needs to be finalised, but the board discussed a date of approximately 16th December, around 7pm. The venue is to be decided.</p>	

Meeting adjourned at 8.54pm

Minutes agreed by:

Agreed  (1)

Agreed P. Field (2)

Chair's Signature Margaret Jarman

Date 6 December 2016

