

<p style="text-align: center;"><b>Kilburn Square Housing Cooperative: Board Meeting held on 2nd February 2016 at 7.00pm</b></p>	<p style="text-align: center;"><b>ACTIONS</b></p>
<p>Present: Margaret Von Stoll (MVS - Chair), Pauline Fell (PF – Vice Chair), Jennifer Welch (JW - Secretary), Hasan Mahmood (HM – treasurer), Ben Choudhary (BC – member), Zaler Montana (ZM – member) late, Patricia Hogan (PH – member) late, Marta Riccardi (MR – member) late .</p> <p><b>1. Welcome and apologies</b> Meeting started at 7.04pm. Apologies received from Debbie Scotland and Martin page.</p>	
<p><b>2. Minutes of last General Meeting (12/1/16) &amp; Matters Arising</b></p> <p>a) Accuracy All agreed accurate.</p> <p>b) Matters arising</p> <p>6c Section 2 – MVS said nothing has come back from the company in the £600 invoice.</p> <p>No. 4 – Finance – Santander bank only have 3 signatories. These will be MVS, PF and JW (forms signed at end of meeting). This is because <del>Sandra</del> <i>Pauline</i> is already on it. Other banks are fine.</p> <p>ACTION: Speak to Tony as need a finance sub.</p> <p>4b – Tony Gwam name spelt incorrectly.</p> <p>8 – HR Review – only two attended this meeting so no sub could take place.</p> <p><i>Minutes of 12.1.16 agreed as accurate (PF, HM)</i></p>	

<p><b>3. Chair's report</b></p> <p>3.1 MVS reported. Saw Croner's health and safety. H&amp;S policy is out of date and should have been renewed last year. Lots of risk assessments to do.</p> <p><b>ACTION: JW to do this. Already confirmed that these have started and has asked staff to risk assess their role as a starting point.</b></p> <p>Also need to do a manual for handling. MVS confirmed Croner will send manuals          Need to implement a gas leak procedure.          Risk assessment on equipment and tools used.          Loan worker risk assessment.          H&amp;S meetings with staff should be put in place.          Contractors need to be checked that they have a risk assessment before entering premises.          Need to obtain asbestos report from council.          Need an up to date COSHH report. In the back of the toilet is where all the chemicals are stored. All chemicals must be stored together in one place.          Fire marshall training should be conducted every three years.          Produce a template of when everything needs to be renewed and retrained.          Locate black key box and make sure evacuation process is in place.</p> <p>3.2 Bank details – forms filled in at end of meeting.</p>	<p>JW</p>
<p><b>4. Finance</b></p> <p>a) Budget spend to date          HM and MVS discussed getting update from Yasmita. System that Tony uses (in a spreadsheet), he was unable to input into Sage. The two systems are not communicating. Essential to get Tony in quickly to set a budget. Needs to be input before end of March.</p> <p>b) Pensions          To be covered in HR review.</p>	

<p><b>5. Estate</b>  a) Contracts  Did have landscaping but not details. Contracts that are coming to an end are the mobile contracts in May. Nine mobiles in the office, four of which are not being used, four in use (with three caretakers and one with Rudy).  <b>ACTION: Yasmita to find out from staff who wants to keep the phones and also to find out how much notice needs to be given to exit contracts.</b>  Phone available for the board if needs be.</p>	<p>YASMITA</p>
<p>Also asked BT broadband for a cheaper rate.  <b>ACTION: Yasmita to review the broadband and phones to see what contracts are coming to an end.</b></p>	<p>YASMITA</p>
<p>b) Health and safety report  Addressed in Chair's report. JW now Chief Health and Safety Officer.</p>	
<p>c) Quotes  Nothing to report.</p>	
<p>d) Security gate and fobs  Number MVS proposed putting the three gates back in Varley House (one on the first floor, two on the fourth floor). One gate to be put back in Sandby House. Leave Rathbone and Barratt currently as they are.  <b>ACTION: Give these details to the office.</b></p>	<p>MVS</p>
<p>e) Signage  JW confirmed everyone has received a copy of the signage.  <b>ACTION: Organise a meeting to discuss signage.</b></p>	<p>MVS</p>
<p>f) Grounds maintenance  Need to look at the contract and see if it's possible to exit the Nurture contract. MVS would like this to go to tender. ZM mentioned that cleaners/caretakers should be doing this job. <b>ACTION: MVS to look into this.</b>  JW confirmed she spoke to the manager of Abbey Road estate who has removed all in-house caretakers and landscapers and has reduced his TMO bill by two thirds by outsourcing to contractors.</p>	<p>MVS</p>

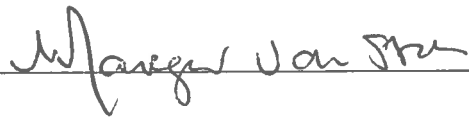
<p><b>6. <u>Sub-committee reports</u></b>          Agreed to run sub meeting as and when work needs to be done.</p> <p>a) Finance          MVS would like to employ a consultant to work for the board. Currently no access to employee files to see that they are up to date, reviews not being conducted, what targets have been set etc. A consultant would be able to do all this MVS read out a CV for the consultant position.          Consultant to implement proper review processes etc. This in addition to the manager, and would work only two days a week.          HM expressed that each person of the board should put more time into certain areas, each taking one element e.g. H&amp;S, parking etc. MVS pointed out there is still a need for a consultant.</p> <p>b) Estate/maintenance          HM would like to input for parking and signage.          Sub meeting booked for Thursday 11<sup>th</sup> February at 7pm for Estate/Maintenance sub to discuss signage.</p> <p><b>ACTION: get copy of parking contract and info about finance for this.</b></p>	<p>HM</p>
<p><b>7. <u>Complaints</u></b>          Only four for January.</p> <p>a) KSQ62 – A lot of noise from drilling early in the morning. The company has visited the tenant that complained and apologised.</p> <p>b) KSQ63 – Someone threw a bag of faeces onto somebody’s balcony. Karis sent a letter.</p> <p>c) KSQ64 - People throwing rubbish and landing on maisonette roof</p> <p>d) KSQ65 – Loud music complaint. Karis spoke to tenant and they turned the music down and apologised.</p> <p>e) MR said she filed an official complaint for KSQ64 but said the office were hesitant to clean this up. The letter to the tenants hasn’t worked as it has continued to happen</p> <p>f) ZM said rubbish is also being chucked down the stairwell. Complained to the caretaker and office and ended up cleaning it himself. ZM also said that fireworks were being thrown from the building. Mentioned it to Linda and didn’t receive an acceptable response.</p> <p>g) Not all complaints are being logged properly. All complaints to be reported. HM suggested setting up spreadsheet to include date, detail of complaint, action taken and outcome.</p>	<p>MVS          MVS          MVS</p>

<p><b>ACTION: Board would like a report back on the destruction of the flower pot in the tower block.</b>  <b>ACTION: copy of logged complaints and outcome for every board meeting.</b>  <b>ACTION: conduct hypothetical complaint to see what the process is.</b></p>	
<p><b>8. AOB</b>  <b>ACTION: add staff accident reporting to agenda.</b></p> <p>a) Pensions regulator needs to be put in place.</p> <p>b) MVS handed out sickness and absence leave document.</p> <p>c) NFTMO conference is coming up 17-19 June. PF to manage. Initial responses saying yes to attend for now is JW, HM and MVS. BC to come back to PF as soon as possible. MR is unable to make it.</p> <p><b>ACTION: Send out email to everyone to get responses.</b></p> <p>d) A member of staff would like a season ticket (annual travelcard). JW was unable to purchase an annual bus pass online, but having an online oyster account means that the staff member could purchase it via this route. JW stated that</p> <p>e) MVS passed round figures of bank account.</p> <p>f) Forms signed by cheque signatories for credit card by HM and JW countersigning.</p> <p>g) JW confirmed she attended NFTMO executive meeting. Venue used in London is Lanark Road in Maida Vale is to be closed for demolition and rebuilding. New hall and properties planned. Also the memberships need to be renewed soon.</p> <p><b>ACTION: Investigate how to get into the membership section of NFTMO.</b>  HM would like to be an observer at the next meeting. JW unsure but will look into this.</p> <p>h) MVS held back a cheque for London Federation of Co-Ops and is the one that usually goes to the meeting. Not sure she can make the next one and isn't sure if it's worth still being a member of them. MVS asked if anyone would like to be a delegate before deciding on whether to pull out or not.</p> <p style="text-align: right;"><i>Meeting closed at 8.50pm</i></p>	<p>MVS</p> <p>PF</p> <p>JW</p>

Minutes Agreed By

Agreed  (1)

Agreed  (2)

Chair's Signature 

Date 1/3/2016

**Kilburn Square Housing Co-op Board Meeting Agenda**  
**Tuesday 2<sup>nd</sup> February 2016 at 7:00pm, in the Community Hall**

**Agenda**

- 1. Welcome and apologies**
- 2. Minutes of the last meeting (12<sup>th</sup> January 2016)**
  - (a) Accuracy
  - (b) Matters arising
- 3. Chair's report (if available)**
- 4. Finance (note: Tony Gwam to attend)**
  - (a) Budget spend to date
  - (b) Pension update (if any)
- 5. Estate**

(a) Contracts coming to an end (if any)	(b) Health and Safety report (if any)
(c) Quotes if any	(d) Security gates and fobs updates (if any)
(e) Signage	(f) Grounds maintenance discussion
(g) Parking contractor	
- 6. Sub-committee reports (if available)**

(a) Finance	(b) Estate / Maintenance	(c) HR / employment
(d) Social		

To agree forthcoming sub-meeting dates (and day) for 2016 and policy review meetings
- 7. Complaints (if any) - for the previous month**
- 8. AOB**

*Date for next meeting Tuesday the 1<sup>st</sup> March 2016 at 7:00pm*

