

<p style="text-align: center;">Kilburn Square Housing Cooperative: Board Meeting held on 4th October 2016 at 7.00pm</p>	<p style="text-align: center;">Actions</p>
<p>Present: Margaret Von Stoll (MVS - Chair) Pauline Fell (PF - Vice Chair) Zaler Montana (ZM - member) Patricia Hogan (PH - member). Arrived at 7.15pm Jennifer Welch (JW - Secretary) Ben Choudhary (BC – member) Jennifer Williams (JWM - Estate Manager). Departed at 8.24 pm</p> <p>Welcome and Apologies: No apologies</p> <p>Observer / Visitor: Deborah Scotland (DS - ex member). Arrived at 7.36 pm</p> <p>Minute taker: Laura Pemberton-Nelson</p>	
<p style="text-align: center;">1. Welcome and Declaration of Interests</p> <p>Margaret welcomed everyone to the meeting.</p> <p>No declarations of interest.</p>	
<p style="text-align: center;">2. New Board Members Welcome</p> <p>2.b MVS stated that the conflict of interest and confidentiality forms needed to be signed and returned in time for the next board meeting. JW said that she would circulate these electronically.</p>	
<p style="text-align: center;">3. Minutes of the last meeting (6th September)</p> <p>3a. Accuracy - finance consultant (Tony) had been paid twice, not the auditor, which was inaccurate.</p> <p>b. No matters arising from the minutes. Minutes signed off by JW and PF.</p>	
<p style="text-align: center;">4. Manager's report</p>	

<p>All staff attended anti-social behaviour training along with MVS and PF and the slides from the event were circulated.</p>	
<p>Housing Manager has started a training course.</p>	
<p>BHP policies going to be adapted for Kilburn Square.</p>	
<p>Arrears collection is improving - going down, and income, rent collection and arrears turnaround is being monitored.</p>	
<p>Security gates - JWM had some concerns with them, but the residents were quite happy and said that they're quite good. JWM sent out a letter asking if residents wanted a remote control fob, which is £25. All gates should be fully operational by the end of the month.</p>	
<p>Brent council auditors have come in, but haven't finished, as JWM is on holiday for two weeks. Once it is finished, it will be sent to all Board members. From the audit, it has come out that it is important that Board members should complete a skills audit for governance, and then a training programme can be developed based on this. People need to attend training courses and be committed to the MMA being successful.</p>	<p>Board</p>
<p>The accountant, Tony, took offence to being asked to be refunded for when he was paid twice. He'd also charged Brent twice. He sent an email saying he didn't want to work for Kilburn Square anymore. JWM had approached someone else to do the accounts. A new format for the budget has been drafted as a result. It was noted that the costs in contingency should be titled 'reserves' instead.</p>	
<p>JWM stated that Kilburn Square will using the software they have bought to enter the information for the budget into the system instead of getting someone else to do it, which will cut down on costs, and then the accountant will just verify it. The accountant will also train them on how to use the system. JW stated that there are too many bank accounts so these would need to be reduced, and the bank statements are only reviewed when it comes to the AGM. Previous accountant was only reporting on a monthly basis, instead of both a monthly and an annual basis.</p>	<p>JWM</p>
<p>A health and safety audit report completed by the previous housing management consultant. Only thing outstanding is that the three cleaners need to be cross trained. JWM stated that she would look to find one that is reasonably priced. It was agreed that it is better for someone to come in and train the cleaners, rather than for them to leave to get trained.</p>	<p>JWM</p>
<p>Car parking bays was an issue that still needed to be resolved with the DVLA and the council.</p>	<p>JWM</p>
<p>JWM said that the scaffolders had been spoken to three times about littering whilst working. Whilst it is a pain, and some car parking spaces have been taken up by scaffolding, it was necessary and car parking was not part of the tenancy agreement anyway. Once the scaffolding was done, contractors would be on site, but that had to be controlled, as they cannot take up all the parking spaces, and</p>	<p>JWM</p>

<p>that needed to be monitored.</p> <p>There was an incident in the tower block on Thursday where someone who was not a resident and didn't live on the estate tried to commit suicide and kicked out a 4th floor window frame. At the moment, it is boarded up, but JWM will try to get it replaced through the insurance, and will see if just the glass can be replaced and the window frame can still be kept.</p> <p>Christine, MVS and JW will go through MMA and sign it off and approve it. The budget will be based and prepared on the allowance currently being received until told otherwise. Realistic targets have to be set for the MMA as well.</p>	<p><i>JWM</i></p> <p><i>Board</i></p>
<p>5. Governance</p> <p>MVS and JWM had separate interviews with the auditor. All decisions will need to be recorded in the minutes.</p> <p>A scheme of delegation required for the Board, such as secretary and other officers. A copy of the gifts and hospitality policy was requested then one has to be made. For example, with the staff, all gifts, even chocolates or flowers have to be recorded in a register. Also, when a budget is drawn, it has to be approved and recorded in the minutes. The budget has to be improved and signed off before the 1st April. Anytime anything is changed in the budget, it has to be recorded in the budget and explained why the changes are taking place.</p> <p>A new business plan is needed for an outlined plan for the next five years with objectives and values. Possible away day to discuss to be decided. The plan should be reviewed every year to see whether the business plan has been achieved over the past year and reviewed at the AGM. This date will be decided at the next board meeting.</p> <p>JWM stated that that this could be done by walking around the estate, looking at what needed to be done and costing for these over the next five years. Input from BHP was needed so that they can give information on what works are taking place so there is no crossover.</p> <p>The Board Meeting minutes have to be accessible to all and on the BHP website where there may be a page for Kilburn Square, which all residents to have access to with information such as how to book repairs and copies of the policies.</p> <p>Training for all board members will need to take place. BHP will deliver some of the training, and the CIH, NHF or Tenants Participation and Advisory will deliver the rest. Dates needs to be set to do the budget.</p> <p>Kilburn Square's insurance allows the hall to be used for activities, but doesn't allow other people to use it and they need to have their own insurance for that for personal liability up to £1 million. This needs to be checked. This is for residents or anyone else that may want to hire the hall for events or meetings. People can go online to get the events insurance.</p>	<p><i>All</i></p> <p><i>Board</i></p> <p><i>Board</i></p>

<p>6. MMA</p> <p>Already discussed under Item 4.</p>	
<p>7. Human Resources</p> <p>It was noted that there was a 2 months deadline, and the Board will need to agree by next month. JWM will at pensions to see if there is anything better than what has been reviewed.</p>	JWM
<p>8. Finance</p> <p>Already discussed under Item 4.</p>	
<p>9. Estate Points for Discussion</p> <p>(f) - Signage was needed for things such as no dogs, etc. This will be sorted after the work on the estate had been completed.</p> <p>(i) Discussed the possibility of purchasing an Apple Mac, but this will be brought back to the next Board meeting. JWM will see what BHP comes back with in terms of a page on the website, and the cost for doing it through BHP.</p> <p>Nothing else to be discussed.</p>	JWM
<p>10. Chair's Report</p> <p>MVS went to a conference on 29th September but this will reported at another time. MVS stated that funding may be reduced, and there has been an increase in right to buys.</p>	MVS
<p>11. Sub-committee reports</p> <p>No sub-committee reports.</p> <p>There is a possibility of Halloween social to be organised.</p> <p>JW stated that someone at the AGM asked about whether Rudy (handyman) was allowed to do work for leaseholders. JWM stated that staff would never be allowed to be doing work in leaseholders' properties - not even if it was through the office. They have to use their own contractors. However, the office can assist if people need help finding contractors.</p> <p>JW asked whether he can advise. The response was that he could advise people. However he cannot compromise himself, which could have implications for BHP. It was stated that Rudy did not have the qualifications to work on a disabled unit,</p>	

<p>which is required. JWM has set up a contract but at first they were reluctant to touch it. Rudy was previously doing these repairs, but was not qualified to do it. Effectables the contractor, specialises in disability related works and were used by social services and other local organisations.</p>	
<p>12. AOB</p> <p>Maintenance – a query was raised about whether the draft proof seal around the glass was covered. JWM said that it depended on the specific lease agreement, and so the specific lease agreement had to be read to see if this is covered.</p> <p>Details of the proposed plans will be sent to residents about upcoming works, then a meeting will be organised to for residents to find out more information about the windows work that is to take place. Residents have not been informed about this.</p> <p>JWM will be producing a newsletter. A satisfaction survey will be done before the end of the month.</p> <p>A tenancy audit needed to be done as a priority. For example, there were some people with a tenancy agreement, but who were not living on the estate - someone else was. However with the leaseholders, Kilburn Square will not and cannot know this. If they're letting more than four rooms, they have to let the council know, and if they don't then they are breaking the law and can be fined.</p> <p>A question was asked about whether garages could be sublet. It was stated that it would be hard for the Co-op to know and it was risky to accuse without proof. For example, someone may not be living on the estate, but could still be using the garage.</p> <p>Christmas Dinner was discussed. JW stated that she did not think that staff would want it.</p> <p>Budget for Halloween - vent to include music and apple bobbing. The budget last year was £600, which included entertainment. Start time was 5pm and finish time was 8.30pm. This will take place on Saturday 29th October. JW and ZM will make the posters. Games and music will be organised by JW. Will try to use the same food provider as last year with halal rice and curry and cakes.</p> <p>ZM will get the catering price. No squash and juices will be needed. Will see how much decorations will be needed as there is still some left. £20 budget agreed. Sticking to same prices for last year - £60 budget for prizes.</p> <p>Official photographer is ZM and JW will help. There will be an advert for copies if anyone wants some with a deadline for confirmation of attendees. Cut-off date to be Tuesday 25th for people to send forms if they want visitors to come in.</p> <p>The January 2017 Board meeting will be the 2nd Tuesday (10th) instead of the first (due to New Year) as well as in May because of the Bank Holiday.</p>	<p>JWM</p> <p>JWM</p> <p>JWM</p> <p>JW/ZM</p> <p>ZM</p>

Meeting adjourned 8.44	
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Minutes agreed by:

Agreed *R. Montana* (1)

Agreed *Antonio Messine* (2)

Chair's Signature *Margaret Jan Str.*

Date *1/11/2016.*