

<p style="text-align: center;">Kilburn Square Housing Cooperative: Board Meeting held on Tuesday 13th November 2018 at 7pm Community Hall of the Tower Block</p>	<p style="text-align: center;">Actions</p>
<p>Present: Margaret Von Stoll (MVS - Chair) Charlotte Fonceca (CF - Board Member) James Lewis-Murphy (JLM - Board Member) Denise Prieto (DP - Board Member) Jenny Williams (JWM - Estate Manager)</p> <p>Minute taker: Lornette Pemberton (LP)</p> <p>Meeting commenced at 7.10 pm</p>	
<p>1. Welcome and Apologies</p> <p>MVS welcomed everyone and thanked everyone for their attendance.</p> <p>Apologies: Jennifer Welch (JW - Secretary) Patricia Hogan (PH - Board Member)</p> <p>No Conflict of Interest declarations.</p>	
<p>2. Minutes of the last meeting (9th October 2018)</p> <p>MVS stated with reference to item 10 from the previous minutes, that she had made a submission on TMOs for the Green Paper.</p> <p>The minutes of the last meeting were agreed by all present as an accurate record.</p>	
<p>3. Manager's Report</p> <p>JWM introduced the Manager's Report, which had been circulated in advance of the meeting and which was assumed as read by Board Members.</p> <p>JWM reported that she had attended a meeting with Brent Council about Tower Block, which had concluded that major works may be required. The main points arising from this meeting was that Brent might change the front door of the Tower Block which may impact on the security and door entry works that the Co-op were planning to do. In addition, re-wiring of the system that controlled door entry was likely to be necessary. Brent Council will undertake a survey on 16th November then go out to tender for these works. The quotes received from the tender process would come back to the Co-op for a Board decision.</p> <p>DP asked whether this would have an impact on the Co-op's plans to install CCTV.</p> <p>JWM confirmed that this would not have an impact and that the Co-op could continue to use its own consultant for these works However, it would be useful for the Co-op's</p>	

<p>consultant to liaise with Brent and take into account the outcome of their tender process to see if there was a more cost effective outcome this way.</p> <p>DP said it was important that the correct equipment and level of equipment was installed so that the CCTV could link to the council and the police.</p> <p>JWM said that there was an issue of affordability based on the funds the Co-op had available for the works and that the priority was the door entry system.</p> <p>DP stated that the Co-op’s consultant should still undertake a separate tender process for all of the works the Co-op required and these could be compared to the quotes received through the council’s process.</p> <p>DP asked for clarification on when the Co-op’s consultant would commence. MVS confirmed that the contract needed to be finalised, which would be done soon.</p> <p>JWM reported that the landscaping would be done in the new year and that the soil around the low rises needed to be levelled off. In response to a query from JLM, JWM confirmed that this had not impacted on damp in the low rises.</p> <p>JWM reported that there were a number of snagging issues still outstanding in relation the recent work by Wates and as such, the payment of invoices had been withheld until these issues were resolved.</p> <p>MVS stated that it had been confirmed at a recent leaseholders meeting that the snagging would be done. JWM asked confirmed that any issues related to the doors and windows should be picked up by Wates.</p> <p>DP stated that Brent would be arranging a walkaround to review health and safety and the work undertaken by Wates, and that charges for works not completed should not be picked up by tenants and leaseholders.</p> <p>JWM referred to the recent KPI report and reported that Brent had confirmed that previous reports for the year were incorrect due to an error with the new rent system. This had moved some KPI’s from green to amber. The reports were correct from October 2018 onwards.</p> <p>JWM reported that buy backs impact on the figures and as there had recently been some buy backs, these would be reflected in the November 2018 figures.</p> <p>In response to a query from JLM, JWM confirmed that universal credit had only been rolled out so far for new tenants and not existing tenants, but that this would distort the figures.</p>	<p>MVS and DP to provide further details to JWM</p>
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<p>4. Governance</p> <p>MVS stated that no nominations had been received for the position of Treasurer and that she as continuing in the position of Chair, as there had been no nominees for that role.</p> <p>JLM confirmed that he would be happy to take on the position of Chair with support from DP as Vice Chair, if MVS, who had previous experience as Treasurer, took on that role. MVS agreed.</p> <p>MVS confirmed that she would be away on holiday at the time of the next Board meeting. JLM and DP confirmed that they would cover the Chair's role from that meeting.</p> <p>It was agreed that MVS would arrange to meet with JLM to handover, and that JWM would also meet with JLM as part of the induction process.</p>	<p>JLM/JWM/ MVS</p>
<p>5. MMA</p> <p>MVS reported that Brent were hoping to get sign off on the MMA by December as they were required to give the Co-op three months' notice of changes to the budget. However, there was some information, such as in relation to the budget, which was still outstanding.</p> <p>MVS proposed that Liz Michael be involved in supporting the Co-op on the MMA. This was agreed by those present.</p>	
<p>6. Finance</p> <p>Board Members confirmed that they had received the monthly Finance Report. JWM stated that the budget was currently healthy</p> <p>JWM stated that the Board would need to prepare the budget for next year. MVS stated that she would need to be supported in this by training or with external support.</p> <p>It was agreed that JLM would become a cheque signatory.</p>	<p>JLM</p>
<p>7. Estate Security</p> <p>CCTV had been discussed under item 3.</p> <p>It was confirmed that estate signage was needed for pedestrians, the security gates and the playground.</p> <p>It was agreed that JWM would action this based on the examples provided by JW.</p>	<p>JWM</p>
<p>8. Risk Management</p> <p>It was agreed that the main risks related to the major works and security issues which had been discussed under item 3.</p>	

<p>9. General Meeting and Christmas Party</p> <p>It was agreed that due to the transition and handover arrangements in relation to the role of Chair, the December General Meeting would be cancelled and rescheduled for January. This will be notified in the Newsletter.</p>	<p>JWM</p>
<p>10. Newsletters/Leaflets</p> <p>MVS also proposed that Liz Michael be asked to provide Board training. It was confirmed that this would be available to all Board Members and would be one days training on a Saturday.</p> <p>JWM and JLM will draw up a list of training needed based on the Governance Review and aim for the training to commence in January.</p> <p>It was agreed that the Newsletter would also include details of new Board Members and a recruitment drive for Board Members, highlighting that training would be provided.</p> <p>It was agreed that a request for people interested in organising social activities would also be included and that DP, JLM and JWM would meet to discuss possible activities.</p> <p>JLM confirmed that he would undertake Gate Duty. A request for further volunteers will also be included in the Newsletter.</p>	<p>JLM/JWM</p> <p>DP/JLM/ JWM</p>
<p>11. AOB</p> <p>DP raised a concern about a leaseholder that had been unable to get a fob as she did not want to pay for it because she does not use the lifts.</p> <p>JWM confirmed that there was no fob system at present, but that it was unintended with the new system that access would be programmed for individuals.</p> <p>In response to a query from JLM in about the bins, JWM confirmed that these could not be moved due to health and safety issues and were placed in a designated area confirmed by Brent Council and the Fire Brigade.</p> <p>JWM confirmed that the recent anti-social behaviour issue on the estate had been resolved as a result of the eviction of the tenants responsible.</p>	

Meeting adjourned at 8.10 pm

Minutes agreed by:

Agreed Maqbool Khan (1)

Agreed Dennis Patel (2)

Chair's signature -

Date 5/3/2019

