

<p style="text-align: center;">Kilburn Square Housing Cooperative: Board Meeting held on Tuesday 5th February at 7.35pm Community Hall of the Tower Block</p>	<p style="text-align: center;">Actions</p>
<p>Present: James Lewis-Murphy (JLM – Chair) Denise Prieto (DP – Vice Chair) Jennifer Welch (JW - Secretary) Margaret Von Stoll (MVS – Board Member) Nicola Chapman (NC – Board Member) Isabelle Sanchez-Cassidy (ISC – Board Member) Rehana Khawaja (RK - Board Member) Patricia Hogan (PH – Board Member) arrived at 7.45pm</p> <p>Minute taker: Lauren Pemberton-Nelson (LPN)</p>	
<p>1. Welcome and Apologies</p> <p>JLM welcomes Board members, new and old and encourages members showing each other respect. JLM says that he will send Board members documents regarding MMA and will give people the chance to read and discuss it at the next meeting. JLM also places the importance of confidentiality – everything within the board meetings stays within the Board members unless otherwise given permission to share.</p> <p>The Board votes on co-opting the new Board members, which the Board agrees to. The Board welcomes ISC and NC to the Board.</p> <p>ISC and NC introduce themselves to the group.</p>	<p>JLM to send MMA</p>
<p>2. Minutes of the last meeting</p> <p>a) Accuracy – none</p> <p>b) Matters arising – point 4, MVS states that it was just the keys which were handed over. JLM also says that he did have a meeting with JWM for a handover, as both JLM and MVS were busy, which JLM apologises for.</p> <p>c) Agreement and signing of minutes – Agreed and signed by MVS, DP and JLM.</p>	

<p>3. Manager's report</p> <p>JLM states that JWM will no longer be attending the meetings, as JWM no longer needs to attend. JLM told Board members to email any questions either to JLM, JWM directly or to JW. JLM says that he will be having a meeting with JWM after every Board meeting to include JWM in the discussions from the meetings and is free to answer questions.</p> <p>JLM says that the Board is in a good position with the KPIs but notes that there is currently no Treasurer. JLM states that there are current changes being undertaken with the universal credit system in Brent, which will impact the figures on the KPIs. JLM says that water rates need to be discussed in the next Board meeting. ISC notes that there will be a meeting taking place on 6th February regarding universal credit, and invites Board members to attend, but says that she will bring feedback to the Board.</p> <p>JLM recognises the issue with door fobs, and the person that was looking at sorting this issue is leaving. Brent is looking overall about issues relating to fobs and CCTV, but JLM expresses that it is a matter of urgency, and the board needs to get quotes.</p> <p>MVS says that there is work being undertaken with the fobs, but DP will check about whether this is on the whole system, and that there is another solution to be discussed under AOB.</p> <p>The Board discussed the security issue with Rathbone House, and JLM says that there was a very serious assault on the estate last week (not with a resident), and there were squatters living in the bushes and in the clinic, and the Board discussed the safety issues with the estate. On the point of governance, JLM says that he would like to have a look at the constitution, but first the MMA has to be sorted.</p>	
<p>4. Board vacancies</p> <p>The Board doesn't have a Treasurer, and JLM expresses that he would like one of the new members to undertake this role. JLM explains that the Treasurer will be given full training, and the full support of the estate's staff, such as JWM, and will give the new Board members to reflect until the next month's meeting. ISC and NC express whether they could talk to JWM about the roles required as treasurer, and JLM will facilitate this. MVS and JLM expressed the idea of the Board a having Treasurer and Deputy Treasurer.</p>	<p>15/1 Treasurer</p>

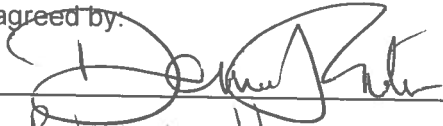
<p>5. MMA</p> <p>JLM explains to the Board members what the MMA is, and which version that the Board are discussing. JLM explains that the MMA is very important but one of the issues is a land issue.</p> <p>DP asked about people being able to upgrade or downgrade their house as Co-op residents, as this seems to no longer be the case, and it's not clear when and why. MVS explained that the Board hadn't been told that this was stopped, and this decision was undertaken by the estate manager, enforced by the council. DP says that there is nothing in writing to say that this has been stopped or when. MVS says that with previous managers, a lot of decisions have been down to individual managers. JLM says that the current situation is that you can downsize but you can't upsize, and that it can be argued that this shouldn't be the case. DP says that the Board should get to look at the contents of the MMA, as they need to tangibly know whether residents are still able to upsize and downsize. JLM says that this is an issue that has never come to the Board for the Board to investigate the issue further, because the Board does not have access to personal issues and circumstances.</p> <p>JLM says that he will forward the council's response, the updated footprint plans and the updated agreements on the outstanding items to the Board members for them to discuss at the next Board meeting. The council's response says that the council will not be changing the land boundaries, which have been the same since 1994, but plans to be redeveloping the land. MVS disagrees that the land boundaries have stayed the same and says that it's a right of way and should be fenced off, which JLM and DP disagree with. MVS says the land is either part of the estate or it isn't, it's either managed by the TMO or it isn't.</p> <p>JLM has a draft copy of the MMA and will find out if he can send Board members this version, but there are still bits which needs to be added. This is to be alongside the Watling Gardens MMA, and there will be some changes/differences, but there may be some similarities.</p>	<p>JLM to circulate documents to board members</p>
<p>6. Training</p> <p>The Board looks at the training plan from Newman Francis. JLM has a training proposal and expresses that a broad training program is needed. JLM says that the Chair, Vice Chair and Secretary will have separate training sessions, which will include advice pre and post Board meetings. MVS expresses disagreement to the training proposed.</p> <p>DP says that the training plan looks good, but should be aimed at Board members first, and the residents second, which will complement each other, and build upon each other. JLM agrees with that. The Board development plan will come back the Board at a later point.</p> <p>JLM says that someone from Newman Francis will come along to the next meeting to go into training with more detail with Board members, but the training shouldn't really take more than a day or so, and can be done around the flexibility of the Board members, but recommends that this is</p>	

<p>done on a Saturday and is undertaken as soon as possible. The Board all agrees to undertaking the Newman Francis training. DP expresses that these training sessions will be good team bonding for both new and old Board members to take part in. JLM says that there another two people who would like to join the board, who will hopefully be joining next month, and expresses hope in the Board continuing to grow.</p>	
<p>7. Minute taker position</p> <p>JLM says that he will send a proposal for what is necessary for a minute taker. MVS says that there is a current JD which she will send to JLM and will talk to Lornette Pemberton about the recruitment of a new person</p>	<p>JLM to contact LP about recruitment for minute taker</p>
<p>8. AOB</p> <p>DP expresses that it is necessary for there to be a new CCTV and fob system, but it won't be redoing the whole system, but rather upgrading the current system. The consultant who the Board was looking at doing the spec is no longer available. DP says that there is someone from the Met Police who deals with CCTV and fobs with other councils, who has offered to come and look at the specification for free and answer any questions that people have. After that, they will speak to different companies, possibly with the CCTV expert's advice, on who would be best to use, and then the Board can make a choice about what company to go with. JLM asks when he'd be available to do it and checks that there's no conflict of interest. DP says that there is none, there has been due diligence and will check when he is free. MVS asks whether the CCTV was being monitored from Brent, which DP says that this is a possibility. /</p> <p>The Board votes on agreement with this for the employee from the Met Police to come in at the earliest convenience.</p> <p>MVS asks, regarding the MMA, whether JLM will take independent advice, which JLM says that he is hesitant to. MVS says that Liz Michael has helped to save the Board money and recommends that the Board uses Liz Michael in the future. JLM says that the advice given to date is that everything is okay apart from the two issues of the site boundary and management of allocations and internal transfers.</p> <p>JLM reads out the notice of allowance from the council, in which the council is imposing a reduction in allowance. JLM says that he will invite the liaison for the council to the next meeting to discuss whether the allowance is a done deal, as JLM says that he thinks it is a done deal, as does PH. MVS says that it is not a done deal and still recommends independent advice. ISC says that there is scope to challenge the council, as in one form of communication, they reference the 1994 MMA, and in another, they refer to a 2013 MMA, which the board believes has not been signed or agreed to.</p> <p>MVS put a question to the Board about whether independent advice from Liz Michaels should be undertaken specifically about the MMA – JLM says that the board has spent thousands with Liz Michaels in that time, but the</p>	<p>DP to check when Met Police CCTV expert can look at spec.</p>

<p>Board is no further forward in that time. MVS says that Liz Michaels has saved the Board thousands, but JLM asks for proof. MVS does not have proof but expresses that the advice should come from Liz Michaels. The Board agrees that there should be independent advisor, and JLM asks whether this should be Liz Michaels, and suggests that it should be a fresh advisor. The Board has not agreed to who the advisor should be. JLM says he will try to find out who the best person is for independent advice. JLM emphasises the point that the co-op is trying to make a positive change.</p>	<p>JLM to find an independent advisor</p>
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Meeting adjourned at 9.05pm

Minutes agreed by:

Agreed  (1)

Agreed Patricia Hojant (2)

Chair's Signature _____

Date 12. March 19.

