

<p style="text-align: center;">Kilburn Square Housing Cooperative: General Meeting held on Tuesday 22nd January 2019 2018 at 7:30pm 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 VonStoll (MVS - Treasurer) Antonio Messina (AM) Fatima Achach (FA) Michael Lynch (ML) Isabel Sanchez (IS) Sarah Counihan-Sanchez (SCS) Rehana Khawaja (RK - Board Member) Andrew Rowdell (AR) Yinka Cole (YC) R Scannell (RS) Ian VonStoll (IVS) Janet DeCruz (JDC) Joe Jeremias (JJ) Furhan Khan (FK) Mary Coughlan (MC) Rebecca Coughlan (RC) Darren Joseph (DJ) Jonathen Grant (JC) Elorine Sergeant (ES) Debbie Scotland (DS) Noel Barry (NB) S Herron (SH) Clenio Ravas (CR) Moien Ibrahim (MI) Ioan Ioanes (II) Matt Gillick (MG) Ismail Farah (IF) Frank Costello (FC) Joe Jeremias (JJ)</p> <p>Visitor: Emily-Rae Maxwell (ERM - Brent Council)</p> <p>Minute taker: Jennifer Welch (JW – Secretary)</p>	
<p>1. Welcome</p> <p>JLM thanked everyone for attending. Welcomed everyone and explained that he is the new Chair. JLM introduced the Board members present (MVS, DP, JW and RK).</p>	

<p>2. Apologies</p> <p>No apologies received.</p>	
<p>3. Conflict of interest declarations</p> <p>None raised.</p>	
<p>4. Minutes of the last meeting (12th June 2018)</p> <p>Matters arising:</p> <ul style="list-style-type: none"> a) Page 2 point c) an r in front of the word leaseholders to be corrected b) JDC had a major works bill issue that is still outstanding (she was billed for windows that she actually did not have fitted). Raised the issue with leasehold but has not yet had a reply. ERM said she would take JDC's details and see if she could find out what was going on. <p>The minutes were agreed by MVS and DP.</p>	
<p>5. Board members</p> <p>JLM explained that he was going to change the agenda around a little and wanted to start with Board members. JLM explained that if more Board members are not found that we cannot continue as a Co-op.</p> <p>AR asked if the Co-op does not continue would that mean the closure of the office? MVS answered that would be the case and went on to say that every other estate has to contact Brent directly for repairs etc. ERM explained if that the Co-op could no longer function that there would be a phasing in process, and that it would not be shut down overnight. JLM reiterated that we would lose our staff, and that the only way we can stop that happening is by recruiting new Board members.</p> <p>JLM then asked the room if anyone is interested in joining the Board it would be great if their details are given to him after. He then explained that there would be training which is not an easy task and that there would be certain duties within the Board to be undertaken. JLM then stated that over the past week he had spent about 40 hours on Board business as well as running his own business, but that is not what he would expect from other Board members but that is what he chose to take on. But asked for people to consider that as it is a very important job.</p> <p>MVS reiterated the points explaining that residents can currently visit the Co-op office if they have any problems, but dealing directly with Brent means waiting on the phone. MVS then went on to say that if we lose the Co-op we will feel it. JLM stated that we are not at that point yet but we can get to that if we do not get any more Board members.</p> <p>DP stated that over the weekend period when there is no staff the state that the lifts are in etc. She asked the question, can you imagine what would happen if we</p>	

permanently had no staff? JLM then stated that the decision to join did not have to be made tonight, but that there are currently 6 Board members and according to our rules we need the minimum of 7 members with a maximum of 15 for us to make an proper decisions 10 are needed. JLM asked for people to go away and think about it and to contact him or the office within 24 hours.

IS stated that she has lived in private rented and coming from emergency accommodation, being moved into Rathbone House was like coming into a mansion. Since being here services like picking up the phone and being told the boiler will be repaired in an hour makes her feel quite choked up and she would like to join. She stated she understands the responsibility that comes with it and thinks that the Co-op should continue. JLM thanked IS for her interest.

AR said that he often has to go away for 3 months at a time and asked how many meetings took place per year? He was there are 12 meetings a year, one per month with General and Annual meetings in addition. JLM explained that you would receive training to be a Board member and there would be extra training if officer roles were taken, and that it would be a continuous training program.

DP said not to be afraid of the type of work that it entails as we are all learning. MVS reiterated that we are all still learning.

DJ asked what type of things JLM would like to be doing with the estate. JLM explained that the community hall is grossly underused and the he would like to see the room opened and start a number of community projects for example having the are opened up as a drop-in centre for residents, someone JLM knows could come in and talk to the Irish community predominantly about help they can receive, starting a food bank is another possibility. JLM started that he would like someone on Board to take up the social issues and to be on a social committee. DP stated that if the residents had any ideas or want things to happen to let us know.

JLM said he would like to interact with the tenants and leaseholders, primarily the tenants. MVS stated that we are all tenants.

6. Estate

A resident that years ago he was interested in joining the Board but was stopped and he did not know why. JLM apologized for that if it happened.

A resident asked why we cannot get internal transfers back in-house? He stated that the residents benefited as he personally did from the Co-op being able to do internal transfers. He stated it was good for the small Co-op as some people had to go off the estate and he feels sorry for them to go. JLM said he cannot answer that but ERM may be able to.

JLM stated that ERM was from the council and she was attending to talk about the MMA and hoped that she could answer that question when it got to that point. JLM then said he would like to acknowledge all the hard work done by previous Board members past and present, people that have been on the Board for more

than 20 years because they have built what we have now. But we are now at a point where we need new members so that we can continue the journey.

IS said she was recently at a meeting where they were discussing all the library and amenity closures, and they suggested the idea of a community coat rack. We could have a hanger here as people have coats that they don't use that could be out on a community rack. JLM said it was a fantastic idea.

JLM stated that his dream is for the community hall to be open. MVS said it is open on a Friday for bingo. JLM stated that what's happened up to now has happened but that's in the past and he believes he can make things better, and we can only do this by making it a community. JLM said that the residents have come to the meeting tonight for a reason. We have to move forward or all the hard work for everything we have built will end. JLM said there are a lot of things he would like to do with the hall but first things to do are get a working Board and a signed MMA.

DP asked if anyone knows ideal potential Board members that are not at this meeting but may have some transferable skills to talk to them and let us know.

JLM stated that a training program by Newman Francis has been put a package forward for development and training so when we have a full Board that is open to everyone on the estate. The training program can be used to further your career, the training is there and it will be free.

A resident asked what can you offer the tenants to support them? JLM stated that currently we have very good cleaners. The resident then asked you are a new Board so what can you offer the residents. JLM pointed out that he was only the new Chair but it was the same Board. The resident said he meant something like new windows as the windows had been in the tower block for 30 years. The resident stated that you have want us to support you but you give nothing.

AM said it's a good question but there needs to be better understanding of the responsibilities of the TMO and Brent. He pointed out that Brent manage the fabric of the buildings and that is not the TMO's role and that the resident's question should be directed to Brent and not the TMO. MVS then explained that the TMO gets money to manage the day to day works and not for major works and that we are still waiting to hear when the major works for the tower block will be started that all residents have to be consulted about which will include windows, roofing and the front door as well as other works. The resident then queried what happens to the rent that they pay? MVS out clarified that the TMO does not collect the rent, that is the council.

JLM explained that we get money to carry out minor repairs on the estate, things like the tarmac, painting walls in communal areas. But major works like windows and doors are the council's responsibility.

Another resident suggested that it is laid out succinctly what Brent and what the TMO are responsible for and then it may be clearer for the other resident to understand. JLM stated that we can put together information on what the responsibilities are between the TMO and Brent.

A resident stated that information is given out in newsletters but that you should be able to go to the office for help. JLM said you should be able to. DP pointed out that everyone has different learning skills so it has to be in formats that are clear.

The resident stated that he knows other people on other estates that come together, that we have 1000 residents and only 25 people at the meeting and suggested it was our (the Board's) fault. The resident stated that he didn't see us (the Board) doing anything to bring the residents together. JLM apologized and suggested the resident speak to him afterwards.

JDC said that there are 1000 residents but that some of the leaseholders rent their properties out and that these people will come and go and not get involved. JLM said that did not mean that they wouldn't get involved in community projects. JLM stated there are a number of students on the estate that would be willing to help, for example he has one that volunteers at the homeless shelter that he helps run. What these people will not have are voting rights and will not be able to become members.

DP pointed out that it will take time to gain momentum but once people see something working they will join in. Things have fallen by the wayside but can be resurrected.

ERM gave an example of the kinds of things we could do and stated that Watling Garden was awarded £10,000.00 to set up a dementia café, and explained it is not just what we are willing to do for the estate but for the wider community as well.

JLM said that he was going to bring this point to a close and he did not want to do it on a sour note but he wanted to reiterate that we need more Board members and that if we cannot continue as a Co-op he as Chair would have to call an emergency General Meeting within 14 days and we would have to start the process of closing the Co-op. But the complete process could take anything from 6 months to a year. We on the Board all have our differences but one thing we all have in common is we want the Co-op to continue. There are other options but if we fail the chances are that we will lose the Co-op.

A resident mentioned having an internal list for internal transfers for residents. JLM pointed out that the rules have changed since then. MVS said this was a good way to keep the community together and this was one of the sticking points in the MMA.

<p style="text-align: center;">7. Finance</p> <p>JLM explained that he put in the letter that was sent out that a vote was going to be held this evening. JLM pointed out that he could not do this because the committee is not quorum, and until the committee is quorum the vote will not be taken.</p> <p>JLM then asked MVS to talk report on the finance. MVS pointed out she had just taken on Treasurer role. She reported that the accounts are healthy and we have our allowance coming in. We have a large project awaiting that was put in the business plan but we have to wait to see the council's input will be into the project. We will go into the finances in detail at the AGM with the auditor where we will get a better update.</p> <p>JLM mentioned that we have had our funding cut by 5% this year and the next. There are cuts from central government, and there are major government cuts where everyone has to make savings and it does affect us therefore our funding has been cut.</p> <p>ERM asked if everyone knew how much the management fee received was, and clarified it was £391,000.00 a year. JLM pointed out that our biggest outcome is staff wages. ERM stated that the council are not allowed to reduce and allowance by more than 5%, but it has to be in line with their spending. They calculate the fee by how many properties are on the estate. JLM reported that our management fee with the cut will now be £371,000.00 this year.</p> <p>A resident asked how much the council receives from leaseholders? MVS said that the leaseholders are billed and then that money goes back into the council pot. The resident pointed out that the council received a large amount of money from the leaseholders, approximately £200,000.00. DS mentioned the fact that the leaseholders can get no help or information from the office and just get shunted back to the leasehold department in Brent who are not any help either. JLM asked DS to let him know exactly what her query was and he would try and find out the answer from Brent tomorrow. DS stated that it was a bit too late and that she was in the process of getting it sorted herself. JLM said he would be happy to help if he can.</p>	
<p style="text-align: center;">8. Modular Management Agreement (MMA)</p> <p>ERM introduced herself as the External TMO Manager at Brent Council and explained previously the TMO's contract was in Brent Housing Partnership but it has now come back in-house to Brent council due to restructuring. Part of that restructuring showed that the TMO was a partnership not an extension of the council. ERM then explained a little about the MMA which is outlines the responsibilities between the council and the TMO. ERM then explained that the new agreement gives everyone the opportunity to choose options, ie. A, B, C etc for a number of services and what we would like to be in charge of.</p> <p>ERM then explained that she started in September and the TMO is in the process of rewriting the MMA based on new guidance. From central government on how</p>	

the new MMA should look and ERM went on to explain that all the options have been agreed but there are two points outstanding and ERM wanted to explain the council's point of view on these. The boundary of the site and internal transfers are the 2 points of contention.

ERM started with the boundary of the actual site and the pathway up to the clinic that has got 2 trees on it which forms part of the boundary of the TMO, the query being can that part of the land be taken over by the council and away from the TMO? ERM stated that this part of the land leading up to the clinic has always been part of the TMO but asked the question as it was reasonable to ask. The answer was no the boundary cannot be changed, reason being the whole site that the TMO sits on is housing land which is governed by the housing revenue, and the money has to be ring-fenced. If that part of the land was taken back into the housing revenue it would mean that the tenants would pay twice for that piece of land as we have to use tenant money to provide the service. But the council is looking at the clinic for regeneration so the council could look at the boundary then because they would not expect the tenants and leaseholders to pay for something that other people would be using. MVS asked what would happen to the garages underneath that the residents rent, but ERM didn't know. ERM ensured that the council would do a proper assessment.

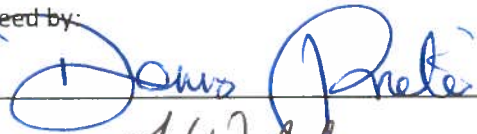
JDC asked if they would be taking away just the pathway or the greenery as well. ERM said not the greenery, just the pathway. MVS stated that the TMO pays for the trees but does not get funded and said that the leaseholders pay for the trees. ERM pointed out that funds could be allocated from the allowance for this. MVS pointed out that we have been paying out of our allowance for the trees but the leaseholders get billed for it too. JLM interjected and stated that at the moment we have trees therefore they have to be accounted for, and that if a branch fell off and hit someone we would be liable, and if someone trips over the pavement we are liable. AR stated he would prefer to see trees and greenery on the estate and out of interest asked how much it cost for the trees to be maintained. ERM stated that the calculation for each resident for the tree work works out to be £20.00 per person a year.


The second query is the allocation of properties and the internal transfers. ERM gave a picture of what the council are dealing with. ERM started with allocations and explained that there are 2,300 people in temporary accommodation that need housing and the council have a big demand that keeps growing the councils allocation policy is that 71% ?????????, 20% are allocated to existing council tenants, and 9% go to people that are on the lower needs of the housing scale. Therefore if the TMO could choose who they wanted on the estate it would go against everything the council are trying to do and we would not be allowed to do that. Everyone has an entitlement to housing and the council do not sit there and say we are going to move someone as far away as they can, but if someone genuinely needs a bigger property the council will try what the can. Downsizing however can happen. If a resident wanted to downsize and a suitable property came up the council would ring fence that property and help you to move in. When it comes to downsizing the TMO can "go for it". If a bigger property is needed however it would be unfair to ring fence it with the demand that the council has. ERM stated when it comes to allocations the TMO will be treated like a registered provider. The allocations team will give the TMO Manager the top 3

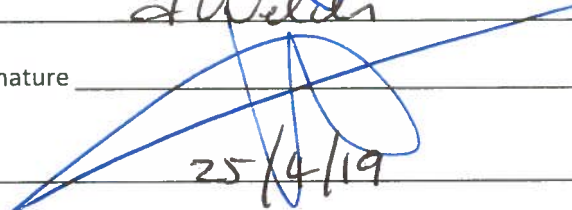
<p>IVS said to ERM that we have a new block in the corner and asked how many of them are going to be council? ERM stated that all of them would be. ERM said that the council was being proactive in trying to identify over and under occupying in older stock.</p>	
<p>9. Any other business (AOB)</p> <p>JLM said that for the moment the parking permit prices will not be raised for the residents for the foreseeable future, but the prices would be raised for the Social Services parking permits.</p> <p>DS pointed out that when consultation was being held for the new build a list was made, for example an outside gym, but it was later said to be an expensive upkeep and she wanted to know what had happened with that? JLM said he would make a note and try to find out.</p>	

Meeting adjourned at 9.05pm

Minutes agreed by:

Agreed  (1)

Agreed  (2)

Chair's signature 

Date 25/4/19