

| <p style="text-align: center;">Kilburn Square Housing Cooperative: Board Meeting held on Tuesday 12th March at 7.30 pm Community Hall of the Tower Block</p> | <p style="text-align: center;">Actions</p> |
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| <p>Present: James Lewis Murphy (JLM Chair) Denise Prieto (DP Vice Chair) Margaret Von Stoll (MVS) Patricia Hogan (PH)</p> <p>Visitor: Howard Mendick (Newman Frances)</p> <p>Minute taker: JLM</p> | |
| <p>1. Welcome and Apologies JLM welcomed those board members present and introduces Howard who will be giving a talk on our training programme. JLM told the board that Dario no longer wishes to be considered to join the board</p> <p>Apologies were received from Isabel Sanchez (IS), Nicola Chapman (NC) and Jennifer Welch (JW)</p> <p>Conflict of Interests: None</p> | <p>JLM to chase up non attendees</p> |
| <p>2. Minutes of the last meeting</p> <p>a) Accuracy - None</p> <p>b) Matters Arising - Board Vacancies, Isabel Sanchez has taken on the role of treasurer, Training in all aspects of the role is needed. recruitment of a minute taker, MVS has sent the recruitment advert to JLM</p> <p>c) Agreement and Signing - Agreed and signed by JLM, DP, MVS.</p> | <p>JLM to advertise for a minute taker</p> |

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| <p>3. Manager's report</p> <p>The managers' report was read and noted by the committee members present.</p> <p>points raised: -</p> <ol style="list-style-type: none"> 1. Finance - Jenny (jennifer williams) (JW) and Yasmita provided us with a report as the treasurer has not yet received the training or support to do so. 2. Surplus and reserve account needs to be set up, IS to action once training has been received, JW has offered support where necessary until training given. MVS suggests contacting the Auditor for advice as they know our accounts "inside out". 3. MVS budget needs to be prepared, JLM advises that JW has offered to prepare budget until such a time as IS has training. 4. Need four signatories, seemingly difficult at the moment due to lack of board members present. 5. Estate parking - An agreement was reached that we would not be increasing parking charges for anybody who lives on the estate, an increase of 5% would be levied on all other users. Agreed by all board members present. 6. Door entry system, fobs, car park gates, cctv etc - we are treading water at the moment awaiting for response from Peter Winchcombe (PW) re tendering process DP has been emailing PW for updates. DP has the consultants review and will continue chasing to get more details. DP has been in contact with her contact from the Metropolitan Police (Dave) ref CCTV and looking into all aspects of estate security on a purely advisory capacity, dates are forthcoming for a walk round with Karis and any interested Committee members to work up a spec for the estate. As DP has the most experience dealing with these issues, she has agreed to take on the responsibility of following up all avenues regarding cctv, pac system etc. MVS suggested that a member of the committee should be involved in the tendering panel. DP suggested a phased installation over 3 stages, only getting payment, once we are satisfied that each stage is complete, functioning correctly, quality checked and fit for purpose. 7. ADS - there contract expired at the end of March, JLM advised that they will be doing a yearly check up on the gates at a cost £960 plus vat and providing a compliance certificate. MVS asked if it would be possible to extend the contract whilst we wait for the tendering process to finish. DP agreed to look into it. 8. Website - All agreed that JW has done a fantastic job on creating this for our estate. JLM again asked for all board members to submit photographs for the website. 9. Outstanding works - JLM to ask JW to continue chasing Waites to get the work completed. | <p>IS to follow up with JW</p> <p>JLM to ask board to agree signatories</p> <p>DP to follow up on all stages of cctv etc</p> <p>DP to email JW regarding ADS</p> <p>JLM to email JW regarding outstanding works.</p> |
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| <p>4. Board vacancies</p> <p>Isabel Sanchez (IS) has agreed to take on the role of Treasurer as long as appropriate training is provided. JLM assure her that it will be provided forthwith.</p> <p>As always more board members are needed going forward.</p> | |
| <p>5. Training</p> <p>JLM introduced Howard from Newman Frances, Howard outlined the training programme at great length, some additional items of training were requested, Howard agreed to re work the programme and that JLM would present this at the next committee meeting. all agreed that the training was greatly needed, Dates to be confirmed, but training will commence for Officers in May, and full board training soon after.</p> <p>Howard left the meeting.</p> <p>JLM advised the committee that he would also be asking Liz Michaels (LM) to provide additional governance training. as this is of paramount importance. This was agreed by all members present.</p> | <p>JLM to follow up with Howard</p> |
| <p>6. MMA</p> <p>JLM informed the board that LM will be advising the board going forward on all aspects of the MMA and working with us to get it to point where all board members will be sufficiently satisfied that it is a workable document for our estate. JLM told the committee that he had had a constructive first meeting with LM, IS and Emily-Rae (ER) and that the general feeling is that we are 85% there, a further meeting will be held before the next board meeting to go through amendments needed to move forward. JW will be invited to this meeting as our estate manager. JLM proposes a sub committee comprised of the officers of the board to move the MMA forward. this was agreed by all members present.</p> <p>JLM brought the Allowance clarification letter to the boards attention, it was discussed and agreed by all board members present to accept the letter.</p> <p>LM has agreed to work with us until the MMA has been ratified and agreed.</p> | <p>JLM to email ER to agree the allowance letter.</p> |
| <p>7. Finance report</p> <p>Noted</p> | |

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| <p>7. AOB</p> <p>JLM will ask JW for a list of all works that need to be carried out on the estate both urgent and a 'wish list' , JLM said it was time we started doing some of the outstanding works on the estate as the MMA was becoming ksq's brexit, and we need to continue providing a service to our members, All agreed.</p> <p>PH asked for clarification regarding The Thames water bills and the costs thereof, JLM agreed to email Thames water.</p> | <p>JLM to email JW regarding work needed.</p> <p>JLM to email Thames water</p> |
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Meeting adjourned at 9:30pm

Minutes agreed by:

Agreed Margy Van Stok (1)

Agreed Debbie Pinks (2)

Chair's Signature _____

Date 7/5/19