

<p style="text-align: center;">Kilburn Square Housing Cooperative: Board Meeting held on Tuesday 7th May at 7:00 pm Community Hall of the Tower Block</p>	<p style="text-align: center;">Actions</p>
<p>Present: James Lewis-Murphy (JLM – Chair) Denise Prieto (DP – Deputy Chair) Margaret VonStoll (MVS – Member) Nicola Chapman (NC – Member) Jennifer Welch (JW – Secretary)</p> <p>Apologies: Rehana Kawaja (RK – Member) Patricia Hogan (PH – Member) Isabel Sanchez (IS – Member)</p> <p>Visitors: None</p> <p>Not present: Jenny Williams (JWM – Manager) Emily Rae-Maxwell (ERM) Lornette Pemberton (LP – HR Consultant) David Hinton (DH)</p> <p>Minute taker: Jennifer Welch (JW – Secretary)</p>	
<p>1. Welcome and Apologies</p> <p>The meeting opened at 7:34pm. JLM welcomed all present and thanked them for attending.</p> <p>Conflict of Interests: None recorded.</p>	

<p>2. Minutes of the last meeting</p> <p>JLM pointed out that the daughter of IS has shown an interest in possibly taking up the role as our minute taker and JLM said if she takes up the role he is sure she will be fine. To which the Board present agreed. JLM stated that if she takes up the role, the Board will of course give her a trial. JLM hopes to speak to her on Thursday.</p> <p>Accuracy:</p> <p>No comments.</p> <p>Matters arising:</p> <p>JLM was not sure if IS has followed up with JWM regarding the financial training but he would check on Thursday. JLM as the Chair and the IS as the new Treasurer need to become signatories as we need four for the cheque book (currently MVS and JW are signatories). JLM said this would be difficult due to the lack of Board members.</p> <p>MVS queried as to how the office were actually getting cheques signed at the moment for petty cash for example? JLM asked for this to be noted and he would query this. MVS also stated that currently nobody from the Board has been checking the invoices or the ins and outs of the finances through the office, and stated that an officer should ideally be checking. JLM asked MVS to make a note of what checks etc. are required and send it to him so that he can get it clear in his head what is needed.</p> <p>DP said that we need to get clear what the office are responsible for and what the Board can do, as there is a very blurred line. NC said we need to know what is and isn't their (the office staff) job.</p> <p>JW asked MVS to give an example of what she was referring to for those new Board members present. MVS said that the Manager signs off a lot of things and that there just should be someone from the Board counter manning this eg. the wages run, obviously not the confidential items. DP queried who looks after our specialist areas eg. HR, salaries, annual leave etc.</p> <p>MVS explained that HR is looked after by LP the HR Consultant. JLM pointed out that LP is a consultant to the Board not the office. We have Croner that look after the health and safety and the Co-op have an insurance policy with them.</p> <p>DP queried what happens if the staff have issues as to who do they speak to, for example if they have problems with residents etc? MVS stated that the staff take issues to the Manager and then if unsatisfied then it can get brought to the Chair / Board. JLM stated that there are grievance schedules within the new formation of the MMA covering both staff and Board, along with the staff handbook showing the procedures to be followed. NC stated that this comes back to the training that the Board need. JLM stated that on Thursday he has another MMA</p>	<p>JLM.</p> <p>JLM.</p> <p>MVS.</p>
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<p>meeting where he should have a more formal final document to look through and he then may be able to answer the questions more fully.</p> <p>JLM has been reading through Schedules to then be told that new schedules have to be read as they are now out of date hence the reason that we have LM as a consultant onboard.</p> <p>Page 2, point 7:</p> <p>DP queried the section under ADS. JLM explained that JWM said because of the contract we have in place where we were being charged every time they came out as it did not cover parts or labour, it is best to not extend the contract and continue as we are for the time being. Effectively we have a 'pay as you go' set up with them.</p> <p>We are required to have the annual check-up and that will continue as hopefully we will only have to have that once until the new contract or system is in place.</p> <p>Page 2 point 8, Website:</p> <p>MVS pointed out that there is a hall hire agreement on the new website that has not been agreed by the Board. JLM will check out the hall hire agreement and some points need checking and correcting such as the handing over of keys which would not be permitted and the insurance section.</p> <p>Page 2, point 9, Outstanding works:</p> <p>The works are still outstanding in the low rise blocks. JWM has chased Wates who are not getting back to her which is becoming frustrating. MVS went to a Talkback meeting and raised this issue. They are supposed to be coming this week to do the bushes and then they are supposed to be attending to replace the pigeon spikes at the end of May. Regarding the pointing, this is still yet to be discussed.</p> <p>Minutes agreed by: MVS and DP.</p>	
<p>3. Manager's report</p> <p>Arrears and rents performance:</p> <p>Our collection percentage is lower due to the Universal Credit issues.</p> <p>Financial report:</p> <p>Noted and discussed in Matters Arising. JWM has provided us with a budget for 2019 / 2020, going forward this will need to be prepared by the Treasurer but currently has been prepared by JWM and was sent out to the Board. JLM said that he would bring the complete document to the next Board meeting as due to printing issues it was not brought to this</p>	

<p>meeting. There are a few tweaks on last years, but it basically states that we are in a healthy position. Our wage bills have not changed drastically.</p> <p>Door entry, fobs, car park gates:</p> <p>This subject was covered at the General Meeting and it therefore currently does not need to be discussed at this meeting.</p> <p>ADS:</p> <p>The contract with ADS has expired and is no longer in place. We now have an 'as and when' set up in the event that any works are needed.</p> <p>Governance:</p> <p>Discussed under Training and noted.</p> <p>Major works:</p> <p>Discussed previously.</p> <p>Kilburn Square Clinic:</p> <p>Brent are coming on the 8th or 9th May to look at the clinic and Social Services sites. They are going to be looking at what can possibly be done with it. MVS said that it will be a massive build then. Currently there is no point in speculating what or how they will build as it will be at least two years in the making.</p> <p>Due to this we will look at when the car park surfacing will be done as there will be large and heavy vehicles accessing this area. The development area will be from the fencing which is the boundary back to Brondesbury Road. NC stated that residents have garages in that area. JLM stated that all those garages will be lost as they are managed by the council.</p>	
<p>4. Board vacancies</p> <p>No interest came from the General Meeting.</p>	
<p>5. MMA</p> <p>JLM has another meeting on Thursday with LM, ERM and JWM regarding the MMA where he hopes that a more final document will be available. As soon as JLM has a final document it will be sent to the Board, a special meeting will be called for to go through the schedules step by step. LM is advising and doing an excellent job.</p> <p>MVS stated that the previous Board had agree to most of it apart from the two 'sticking' points. JLM said he feels very secure with LM as her knowledge is</p>	

<p>encyclopedic in these matters. As a Board we need to put it in the hands of an expert in these matters. We will then discuss.</p>	
<p>6. Training</p> <p>JLM is not happy with the lack of response from Newman Francis. He has emailed the Managing Director of Newman Francis to say that we are still waiting to hear back from him. We have agreed the training and now we need dates so that the Board can be informed.</p> <p>LM has agreed to carry out Governance Training. When we have a comprehensive plan from Newman Francis we can then get LM will fill in the spaces we feel necessary regarding training.</p> <p>DP asked if Newman Francis are the only company that offer this type of training? JLM stated that they are not but they were recommended as they carried out a previous survey on the estate. JLM thinks that the training program that they have offered is a good one and wishes that they would move faster at getting it in place.</p>	
<p>7. Finance report</p> <p>Noted. JLM to bring the full budget report to the Board. It was noted that our collection percentage is lower, due to the Universal Credit issues.</p>	
<p>8. Minute taker position</p> <p>As mentioned at the start of the meeting.</p>	
<p>9. AOB</p> <p>There is still a lot of work on the estate to do. DP stated that DH will be visiting again to try carry out a more technical visit using such things as 3 dimensional Google maps. DP has requested if a universal fob can be used for access to everywhere on the estate whilst this work is going on. JLM stated that unfortunately the office does not have the equipment to make the fobs since the entry systems have started to fail.</p> <p>JLM stated that he and others have noticed that a number of residents have been seen exercising their dogs on the estate off of their leads, and he proposes asking JWM to write to all residents about this point not being allowed. The signage clearly states that they are not to be off of the leads, and some are not clearing up their behind their dogs. We could look at possibly putting some 'waste' bins around for the faeces to be placed in. If anyone can identify the dog (eg. with a photograph) let the office know.</p>	<p>Board agreed. JLM.</p>

<p>NC stated that the children leave a lot of mess around the play areas, especially the football pitch. JLM said that he noticed a lot of rubbish over the Bank Holiday weekend. Unfortunately a lot of it does appear to come from residents from the estate, which all the Board agreed to as people have been seen from the windows. JLM stated that we need some signs put up. JW pointed out that she has prepared a signage sheet that has been available for a number of years now.</p> <p>NC asked if a bin could not be put in the football pitch as there is one in the playground? Even if there is one place on the fence in a corner. JLM said that he was going to ask about the potential for getting bin for the football pitch area.</p> <p>JLM thinks we should look at resurrecting the newsletters. At least a two-sided sheet.</p> <p>MVS queried if the remote fobs should be given / sold to subtenants as she thought they were supposed to be for residents only. MVS has viewed a worker she believes from the Social Services using a remote fob. JLM will check who as well as residents were allowed to purchase them. DP pointed out that all of this would be reviewed when the new system is put in place. JLM stated that the Social Services building would be closing next year so that this may not be a problem for much longer.</p> <p>Annual Report:</p> <p>JLM said the Board should start about drafting the Annual Report. JW did an excellent job with the help of JWM last year so JLM asked if she could again make a start on the report. He offered his help and backing in any way needed. JW said she will make a start on it.</p>	<p>JW.</p>
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Meeting closed at 8.45pm

Minutes agreed by:

Agreed  (1)

Agreed  (2)

Chair's signature _____

Date 12/06/19