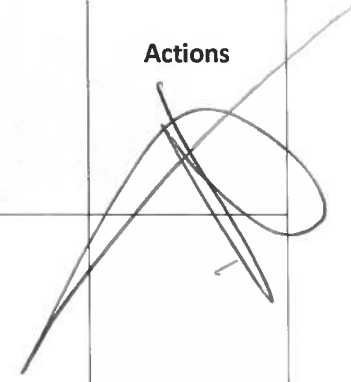


<p style="text-align: center;"><b>Kilburn Square Housing Cooperative: Board Meeting held on Wednesday 12<sup>th</sup> June at 7:00 pm Community Hall of the Tower Block</b></p>	<p style="text-align: center;"><b>Actions</b></p>
<p><b>Present:</b> James Lewis-Murphy (JLM – Chair) Denise Prieto (DP – Deputy Chair) Margaret VonStoll (MVS – Member) Jennifer Welch (JW – Secretary) Rehana Khawaja (RK – Member)</p> <p><b>Apologies:</b> Patricia Hogan (PH – Member) Isabel Sanchez (IS – Member)</p> <p><b>Absent:</b> Nicola Chapman</p> <p><b>Visitors:</b> None</p> <p><b>Not present:</b> Jenny Williams (JWM) Yasmita Kotecha (YK) Liz Michaels (LM) David Hinton (DH) Peter Winchcombe (PW) Oscar Jackson (OJ) Emily-Rae Maxwell (ERM) Karis Pink (KP) Max Ferrary (MF) Lornette Pemberton (LP) Rudy Kelly (RK)</p> <p><b>Minute taker:</b> Jennifer Welch (JW – Secretary)</p>	
<p><b>1. Welcome and Apologies</b></p> <p>The meeting opened at 7:05pm. JLM welcomed all present and thanked them for attending.</p> <p><b>Conflict of Interests:</b> None recorded.</p>	



<p><b>2. Minutes of the last meeting</b></p> <p><b>Accuracy:</b></p> <p>No comments.</p> <p><b>Matters arising:</b></p> <p>JLM stated that some of the queries mentioned in the minutes have been answered and asked those present if they would like those points mentioned now so that they would not have to be covered twice. All agreed to have them reported now.</p> <p>Responses from JWM below:</p> <ul style="list-style-type: none"> <li>• Currently MVS and / or JW are able to sign cheques for petty cash. JLM then stated that he will add his name to the list of signatories in the hope that this will make things easier</li> <li>• The checking of invoices has never happened since I started in June 2016, this is the Treasurer role</li> <li>• The office is responsible for day to day housing management and the Board are responsible for governance</li> <li>• Everything we do financially in the office should be checked and countersigned by the Treasurer. Currently everything is processed by YK and checked by JWM</li> <li>• She (JWM) will check the hall hire agreement as this was approved by the Board in 2017. MVS and JW disagreed that 'this' version was approved as the Board would not have agreed to handing over of keys to the hirer. JLM said that he now has a copy of the hire agreement with the section regarding the key deleted which he will circulate to everyone. The corrected version has been put on the website.</li> </ul> <p>JLM stated that those are the answers to the points that were brought up and if there were any ones not answered to let him know and he may be able to help as he had an in depth meeting with JWM.</p> <p><b>Training</b></p> <p>JLM stated that he will be having some training tomorrow (the 13<sup>th</sup> June 2019). He invited the Deputy Chair (DP) to join him if she was free as he will be coming between 10.30 and 11.00am. This is an initial meeting to see where to go.</p> <p>JW added that her Secretary's training is on the 18<sup>th</sup> July 2019 at 4.00pm which is a Thursday. JW stated that JLM and DP could join this session if they wished to.</p>	JLM
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<p><b>Outstanding major works – low rise</b>  MVS asked if the point of outstanding works could be kept on the agenda. JLM stated that there has been some movement but clearly not enough, as some top soil has been put down. Also someone has been round to inspect the pigeon spikes. Apparently they are going to be using abseiling to replace the pigeon spikes even though the pigeon spikes run along the top of the building so he is not sure how this is going to work.</p> <p>MVS stated that the incomplete works were signed off and never inspected.</p> <p><b>Minutes agreed and seconded by:</b>  MVS and DP.</p>	
<p><b>3. Manager’s report</b></p> <p>Noted.</p> <p><b>Finance</b>  IS feels very unsure about taking on the role as Treasurer after meeting with LM who explained at great length on the responsibility of the role. She would however share the role if JLM can find a suitable person. The problem is that we don’t have anyone currently on the Board with the financial experience to do the job properly. JLM hopes to meet with IS and JWM at the end of this week to discuss this.</p> <p>DP asked if the Treasurer has to be a member of the Board as there are consultants out there that have experience of the workings of TMOs. JLM stated that the Treasurer does have to be a member. JLM also pointed out that we are going to be audited in September by the council.</p> <p><b>Door entry, fob, car park gates</b>  DP reported that she and DH went around the estate and carried out a detailed walk through. This is when DP discovered that the entry doors in Rathbone House were all unlocked and asked how that has been allowed to happen. JLM explained that the parts have failed and now can’t be replaced as they are obsolete.</p> <p>JLM explained that Brent are looking at the procuring of the PAC readers as well as the front entrance door in the tower block which is all part of the door entry system. We are waiting on PW for this.</p> <p>JLM stated that he knows the wait is very frustrating but he will contact OJ who works with ERM and ask him to follow up. DP said that DH needs to meet with KP to see what is required from the office side and then the suppliers can be looked at for tendering. DH will look at the entire system including the PAC system but he will separate the two sections to ensure that we are in a good position to look at the council’s quote.</p>	<p>JLM</p>

<p>down as an option. Either we continue being responsible for the maintenance of the trees which costs approximately 20 / year / household or we take the trees down.</p> <p>The council have accepted responsibility for lighting.</p>	
<p><b>7. Training</b></p> <p>As stated earlier in the meeting training is going ahead starting with the officers of the Board. Once the individual training has taken place it will be rolled out across the Board.</p>	
<p><b>7. Minute taker position</b></p> <p>JLM is yet to follow this point up. He has asked if IS daughter can be a minute taker or would that constitute a conflict of interest. JWM to contact LP on this matter.</p>	<p>JLM</p>
<p><b>8. Annual report</b></p> <p>JW has asked to keep this on the agenda as a reminder. JLM has asked JWM for the information requested by JW. JWM to email JW.</p>	<p>JW and JWM</p>
<p><b>9. AOB</b></p> <p>MVS said that she believes the new build is going to have Court in the title of the name.</p> <p>JWM is sending letters to every residence regarding dogs needing to be on leads when on the estate. We have bought two dog poop bins to be positioned next week or the week after.</p> <p>RK has put up wire at the bases of the low rise porch door openings to stop the foxes gaining entry.</p> <p>JLM would like to look into all the communal areas being painted. That is the council's responsibility not ours. That is something that JLM will speak to OJ about.</p>	

Meeting adjourned at 8.15pm

Minutes agreed by:

Agreed Mona van Spa (1)

Agreed [Signature] (2)

Chair's Signature [Signature]

Date 10/7/2019