

<p style="text-align: center;">Kilburn Square Housing Cooperative: Board Meeting held on Tuesday 10th July 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) Margaret VonStoll (MVS-Member) Isabel Sanchez (IS-Member) Denise Prieto {DP- vice chair} Sarah Counihan Sanchez (SCS- Minute taker)</p> <p>Apologies: Jennifer Welch (JW-Secretary) Rehana Khawaja (RK-Member)</p> <p>Visitors: None</p> <p>Minute taker: Sarah Counihan Sanchez (SCS)</p>	
<p>1. Welcome and Apologies</p> <p>The meeting opened at 7:15pm. JLM welcomed all present and thanked them for attending.</p> <p>Conflict of Interests</p> <p>None recorded.</p>	

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<p>2. Minutes of the last meeting</p> <p>Accuracy: No comments</p> <p>Matters arising:</p> <p>Training JLM stated that he has undergone part of his training, with more to come. Received good feedback.</p> <p>JW's training commencing on 18th July.</p> <p>IS will be beginning Treasurer's training with JLM on 31st July.</p> <p>Outstanding major works. Low rise- following the previous meeting, JLM stated that this would be kept on the agenda. Mentioned in Manager's Report. Waiting for council to complete works. No progress from top soil already put down. MVS stated that in a conversation with JW council still have not given a date in regards to replacing the pigeon spikes. MVS to follow up. JW wants commitments in writing from the council.</p>	
<p>3. Manager's report</p> <p>Finance As well as completing training, IS and JLM will be meeting with JWM to discuss the roles and responsibilities of this job and to see what JWM is happy to continue doing. IS feels supported by LM's advice regarding the role.</p> <p>LM has sent in bill of just above £2000. JLM has signed this off to be paid. All in attendance were happy with this.</p> <p>Signatories: JWM informed JLM on 10th July that there was a problem signing the cheque for petty cash as they could not get hold of the two signatories. JLM and IS to become signatories also in order to minimise these problems.</p> <p>Antonio is still on signatories list despite not being on the board anymore, JLM has made is clear that he has to come off of this. Antonio is also still listed as the primary person for internet banking. JLM and IS to talk to JWM about IS taking this over as she is treasurer.</p> <p>Credit card is currently in MVS' name that is held in the office. As IS is now treasurer, MVS name will come off to be replaced with IS name. MVS suggested that there should be a record of when this card is used; JLM suggested emailing JWM and scanning receipts for transparency. JLM and IS to discuss this with JWM.</p>	

<p>Kilburn Square Clinic: Been broken into again, JWM entered to find squatters. They have left and doors have been secured. Brent council to contact St. Mungo's.</p> <p>Trees Regarding trees 20 and 21. Bill has come back for just under £10,000 for removal of these trees. Brent Council have expressed that they want to put a preservation order onto one of them. JLM has said that, should they do this, they should take responsibility for the tree. Ongoing conversation. JLM to ask JWM to get someone to quote putting a fence up to block up area.</p> <p>Green area JVS has spoken to JWM about having a gate for residents to access garden, which JLM has wanted to utilize for some time. JVS voiced concerns of people sleeping on benches when they were there previously. JLM and IS also interested in opening up hall space.</p> <p>Door entry, fob, car park gates Ongoing issue, still waiting for updates.</p> <p>Link bridge Workers were out last week to inspect this.</p> <p>Noted: rent arrears, in hands of the council. Ongoing issues with universal credits.</p>	
<p>4. Board vacancies Ongoing. IS suggested a fun-day, however volunteers are hard to rally. JLM has also expressed interest in getting an overview of the skill sets of residents in order to include and utilise people's abilities.</p> <p>Prior to IS previous queries, treasurer role must be a one person role not two, primarily for security and access reasons. Sub-committee could be developed when board member numbers grow.</p>	
<p>5. Governance</p> <p>JLM intends to review constitution once through to the MMA. Will be done with LM. Reviewing length of time permitted to be an officer. If board numbers increase, rotation of officers could be possible.</p>	
<p>6. MMA</p> <p>JLM has said this is going well, and is happy to bring this to the Board followed by a General Meeting.</p>	
<p>7. Training</p> <p>As stated earlier in the meeting, training is ongoing.</p>	

<p>8. Annual report</p> <p>Currently on its way. JWM working on this. JLM has completed his letter from the Chair. JWM has done Customer Satisfaction Feedback.</p>	
<p>9. Minute taker position</p> <p>SCS has agreed to take up the position of minute taker.</p>	
<p>10. AOB</p> <p>Waites came on June 4th to look at roof works. Start date still to be confirmed, JWM in contact.</p> <p>Drug dealing and anti-social behavior JLM has raised the issue with ex-residents on estate, ‘operating’ in a flat in Rathbone House. Currently being kept an eye on. KP has reported this to Neighborhood Safety. JLM has also reported by phone. JWM has logged this also. Ongoing.</p> <p>Customer Satisfaction Survey 9% of properties completed. A lot of suggested activities to be started such as afterschool clubs, gardening and opening the hall at weekends. Two people said they would be happy to volunteer their time. IS suggested creating a ballot paper to go through doors asking residents if they would prefer to fill these forms in online or in paper format in order to try and increase participation?</p> <ul style="list-style-type: none"> -Residents have written to ensure that cameras are working, and for broken internal gates to be reinforced, such as the top floor of low rise. -Focus on tower block, such as sprinklers, modern lifts and fire doors were suggested. -Renovation to balconies and hatch doors (major works) -Access for wheelchairs (major works) <p>Residents all in all are happy with the service they are receiving from Kilburn Square. Issues risen with litter and rubbish from non-residents using the green space.</p> <ul style="list-style-type: none"> -Potholes in the grass around football court and children’s play area. Ask for Bill to around to make sure all holes on grounds are filled, on weekly or monthly basis. - Chase up regarding the shrubs before building completed. <p><u>PPI’s have been noted, as well as monthly finance reports.</u></p> <p>Universal Credit Training 22nd July. IS to write letter to JWM regarding this training, to go through doors. IS is attending this training. IS to forward accredited training opportunities.</p>	

<p>Minutes agreed and seconded by: MVS and DP.</p>	
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Meeting adjourned at 8:20pm

Minutes agreed by:

Agreed Arabel Sanchez (1)

Agreed Marys Jones (2)

Chair's Signature 

Date 10/09/2019