

<p style="text-align: center;">Kilburn Square Housing Cooperative: Board Meeting held on Tuesday 10th September 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) Jennifer Welch (JW - Secretary) Margaret VonStoll (MVS - Member) Isabel Sanchez (IS - Member) Nicola Chapman (NC - Member) Rehana Khawaja (RK - Member) Sarah Counihan Sanchez (SCS - Minute taker)</p> <p>Absent: Patricia Hogan (PH – Member)</p> <p>Apologies: None</p> <p>Visitors: None</p> <p>Not present: Jenny Williams (JWM) Liz Michaels (LM) Karis Pink (KP)</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>Previous minutes agreed.</p> <p>Conflict of Interests</p> <p>None recorded.</p>	

<p>2. Minutes of the last meeting</p> <p>Accuracy: No comments</p> <p>Matters arising:</p> <p>Training- The Chair (JLM), Secretary (JW) and Treasurer (IS) have all received their training. Spoken about further training to be carried out with Liz Michaels, and JLM to terminate any contract of further training with Newman and Francis. Credit card has been changed from MVS's name to IS. IS and JLM have signed all relevant documents. IS now has more understanding of the Treasurer's roles and responsibilities.</p> <p>Kilburn Square Clinic- Brent Council to rent out the clinic to someone wanting to run an Art project. Roof / porch coming down next week.</p> <p>Trees- To be taken care of once works have begun.</p> <p>Green Area- JWM to get a quote for a gate opposite bridge to enable residents in Tower Block to use it. MVS suggested this area be a dog free green space.</p> <p>Link Bridge- JLM to follow up.</p> <p>Drug Dealing- Has improved since the last Board meeting. Those involved in this are not currently frequenting the estate.</p>	<p>JLM</p> <p>IS</p> <p>JWM</p> <p>JLM</p> <p>J</p>
<p>3. Manager's report</p> <p>New build- The Co-Op has been offered the management of the new build. Finances would need to be worked out, such as service charges. JLM not sure if employing another Care Taker would be necessary, however if New Build residents contribute to funds this is something that could be looked in to.</p> <p>Gas Works- Holes that were dug up were left open for some amount of time. Water was turned off due to a leak; however this is was done with no notice.</p> <p>Reception- Shutter was replaced today (10th September). JLM and IS were not aware of the cost and MVS has suggested that further jobs like this should come to Board.</p>	

<p>Door Entry System- JLM was sent an email which included dates given for some of the works to be started with quotes. JLM noticed some details in quote that need clarification. Rathbone was not included in the quote, nor were the internal gates. Client has been listed as BHP. Quote was given by Open View Security Solutions Limited. A brief internet review by JW of their previous work have caused some concern. JW to write an email regarding the concerns. JLM will voice these.</p> <p>Works- Low Rise- Start date has been given for the roof works, with the erection of pigeon spikes. Email was sent on 4th July to Wates to confirm start date regarding outstanding Major Works to the low rise.</p> <p>Major works- Kilburn Square Tower Block- Council has confirmed that work will commence in April 2020.</p> <p>Kilburn Square Clinic- People currently squatting there should vacate once works begin.</p> <p>Link Bridge- JLM is waiting for quotes. This is an Urgent Matter due to health and safety.</p> <p>Football pitch gates- Need to be realigned. JLM has suggested a chain instead.</p>	<p>JLM and JW</p> <p>JLM</p>
<p>4. Board vacancies</p> <p>Board members have received nomination forms to fill in and be signed by another resident.</p>	<p>Board</p>
<p>5. Governance</p> <p>Noted.</p>	
<p>6. MMA</p> <p>An email sent to JLM stated that a report went to cabinet on 9th September, asking for approval from the Council to enter in to a new MMA with Kilburn Square. Once the Board has signed off on this agreement, this will be taken to an Exceptional meeting in November.</p> <p>London Borough of Culture to set up in the clinic. This will secure the building on a more long term basis. MVS raised concerns about what the operating hours be. She also raised concerns about noise impacting the Tower Block residents.</p>	
<p>7. Training</p> <p>Officer training has been completed, with further general Board training to be completed with Liz Michaels.</p>	

<p>8. Annual report</p> <p>JW has sent a draft annual report to the officers, with a few outstanding pages from the financial report. Almost complete. Will be ready for the Annual General Meeting.</p>	<p>JW</p>
<p>9. AOB</p> <p>-AGM 26th September 7:30pm. Posters to be put up to advertise this. JW to send agenda to the office for printing.</p> <p>- Parking surveys to be carried out by Transport Consultants RGP in December, to see how many car park spaces are currently used, and how many can be allocated to residents of the new builds. MVS has asked why they are surveying. There is ongoing discussion regarding parking spaces after garages are removed with works.</p> <p>Troughs x6 placed at the back of Rathbone House from of the new build are not up to standard and were put down without any consultation. MVS has raised concern about this.</p> <p>-Concerns have been raised about a man walking his dogs on the estate who has shouted abuse at some residents. Once man is identified KP will be asked to speak to him.</p>	<p>JW</p>

Meeting adjourned at 8:30pm

Minutes agreed by:

Agreed Ad Welch (1)

Agreed Isabel Sanchez (2)

Chair's Signature _____

Date 15/10/2019