

<p style="text-align: center;">Kilburn Square Housing Cooperative: Board Meeting held on Tuesday 15th October 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) Isabel Sanchez (IS - Treasurer) Patricia Hogan (PH - Board Member) Denise Prieto (DP - Vice Chair)</p> <p>Apologies: Margaret Von Stoll (MVS - Board Member) Rehanna Khawaja (RK - Board Member)</p> <p>Absent: Nicola Chapman (NC - Board Member)</p> <p>Visitors / Observers: Peter Gadey (PG)</p> <p>Referred to: Jennifer Williams - Manager (JWM) David Hinton (DH) Karis Pink (KP - Security / Concierge)</p> <p>Minute taker: Sarah Counihan Sanchez (SCS)</p>	
<p style="text-align: center;">1. Welcome and Apologies</p> <p>The meeting opened at 7:30pm. JLM welcomed all present and thanked them for attending.</p> <p>Conflict of Interests</p> <p>None recorded.</p>	

<p>2. Minutes of the last meeting</p> <p>Accuracy:</p> <p>AOB - Correction to minutes. The section that reads “and how many can be allocated to residents of the new builds” is to be removed as this was incorrectly minuted.</p> <p>Matters arising:</p> <p>Training - The Chair (JLM), Secretary (JW) and Treasurer (IS) have all received their training.</p> <p>Kilburn Square Clinic - No information as yet regarding Art Project, however it will be rented out for a year.</p> <p>Green Area - JWM to get a quote for a gate opposite bridge to enable residents in Tower Block to use it.</p> <p>Link Bridge - JLM to follow up.</p> <p>Outstanding works - Waiting for JWM to meet with Brent Council representative before setting up further meetings to inform residents on works.</p> <p>Minutes agreed and seconded by JW and IS.</p>	<p>JWM</p>
<p>3. Works</p> <p>CCTV Systems and Security - CCTV on the estate has to be initially paid for by the Co-op, is not Brent’s responsibility. The required specification has been produced by DH. The specification would be sent to a minimum of four companies. DP to liaise with KP regarding the control of this. There was a concern about the number of black spots around the estate. KP is often walking the estate with no information about what is going on. Adding the current black spots into the new system will reduce areas where congregating happens around the estate. CCTV is also needed for accountability and duty of care to residents, should anything happen. DP is going to look into CCTV for the estate and obtain quotes. JLM put it to a vote. Agreed unanimously. DP to work with JW for this.</p> <p>Door Entry System -</p>	<p>DP</p> <p>DP</p> <p>DP, JW</p>

<p>Brent has provided a quote for a system they have suggested. JLM and IS met with the Council regarding this system. JLM asked for a further two quotes for consideration, however Brent said this was not necessary as they have already carried out due diligence on Open view.</p> <p>The quote provided seems very reasonable and includes all fobs (approximately 750). DP explained that door entry system is an upgrade rather than replacement. This upgrade to the system will reduce anti-social behaviour and help to make the estate safer.</p> <p>JLM stated that once the MMA is signed, Brent will then become liable for all ongoing repairs after the system is fitted, JLM wants to get this in writing.</p> <p>JLM is happy with quote, but has a few amendments he would like to suggest, such as 'cloud hosting'.</p> <p>JLM proposed accepting the quote to the board. This was unanimously agreed.</p>	
<p>New build-</p> <p>The Co-op has been offered management of the new build.</p> <p>JLM and IS will be meeting with Brent again within the next month regarding the new build and subsequent buildings. The nursery and underground carpark on Victoria road will be removed, making space for new buildings. Meetings will be held for residents to be informed. Estate will double in size in the next decade.</p>	JLM, IS
<p>JLM and IS have had a meeting with Brent regarding the troughs, JLM suggested planting a hardy Jasmine plant as it smells nice. JLM said harder shrubs should be used so that they don't need constant maintenance.</p> <p>PH stated that she noticed the perimeter fence is flaking and chipped. JLM to get a quote.</p>	JLM
<p>Reception-</p> <p>Shutter was £4,050. This was carried out by ADS but further works will not be completed with them.</p>	
<p>Major Works-</p> <p>Brent has advised that major works are not started until the new build has been completed.</p>	
<p>Board Members-</p> <p>DP was co-opted back onto board. It was agreed that Board members remain in the same officer roles.</p>	All agreed
<p>PG sat as an Observer. PG can be nominated as a full board member in January 2020 after attending and observing at 3 Board meetings. JLM invited PG to attend all board meetings until January to observe.</p>	JLM
<p>4. Governance</p> <p>Noted.</p>	

<p>5. Manager's Report</p> <p>Noted.</p>	
<p>6. MMA</p> <p>Noted.</p>	
<p>7. AOB</p> <p>Signage - JLM walked around estate with JWM to inspect current signage. Noticed that some signs need replacing and others changing of information. JLM said that maps of the estate do not make sense and do not reflect the layout of the estate. JLM would like new ideas of new maps so that they make sense to residents and visitors. Tower block proves very difficult to find particularly for emergencies this is dangerous. JLM has also suggested arrows direction people to the relevant buildings.</p> <p>JLM thought that services such as ambulances and fire departments would have universal keys which would allow access to gate systems. JLM also proposed have a lock box with a code containing a key for access to services needing to gain entry to the building. This is a step in the right direction. JLM also to look into hatching and quotes.</p> <p>Treasurer - Banking documentation was been delayed due to new regulations regarding treasurers. IS received forms to fill out regarding this, which needs to be sent to the auditor before completing. AM was still on telephone banking, but IS has now transferred this to her name and had the documentation resigned.</p> <p>WhatsApp Group - Board members present have been asked to agree to be part of a WhatsApp group in order to exchange information and meeting information when people are not accessible by email. JW awaiting approval from MVS and NC.</p>	<p>JW / JWM</p> <p>JLM</p> <p>JLM</p> <p>JW</p>

Meeting adjourned at 8:05pm

Minutes agreed by:

Agreed Patricia Hogan (1)

Agreed J Walsh (2)

Chair's signature Dennis Jones

Date 12/11/2019