

<p style="text-align: center;">Kilburn Square Housing Cooperative: Board Meeting held on Tuesday 12th November at 7:00 pm Community Hall of the Tower Block</p>	<p style="text-align: center;">Actions</p>
<p>Present:</p> <p>Denise Prieto (DP-Vice Chair and Acting Chair for this meeting) Jennifer Welch (JW-Secretary) Isabel Sanchez (IS-Treasurer) Patricia Hogan (PH-Board Member) Margaret VonStoll (MVS)</p> <p>Apologies:</p> <p>James Lewis Murphy (JLM) Rehanna Khawaja (RK-Board Member)</p> <p>Absent:</p> <p>Nicola Chapman (NC-Board Member)</p> <p>Visitors / Observers:</p> <p>None</p> <p>Minute taker:</p> <p>Sarah Counihan Sanchez (SCS)</p> <p>Referred to:</p> <p>Jenny Williams, Manager (JWM) Yasmita Kotecha (YK) David Hinton (DH) Liz Michaels (LM) Karis Pink (KP-Security and Concierge)</p>	
<p>1. Welcome and Apologies</p> <p>The meeting opened at 7:05pm. DP 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: For record, the quote for Security System is £35,000.</p> <p>Matters arising:</p> <p>IS has stated that the banking paperwork has been submitted. Other paperwork regarding fraud was sent from the bank. The auditor has assisted YK in completing this form. IS has signed this off today (12/11).</p> <p>WhatsApp Group: All members are in group apart from MVS and NC. No contact from NC, so JW is going to contact her directly. MVS would like to be added to the group.</p> <p>Minutes agreed and signed by PH and JW, also agreed by IS.</p>	<p>JW</p>
<p>3. Manager's Report</p> <p>Finance/Budgets- noted. IS said that paperwork has just been sent in, so is waiting for a response from the bank and waiting for online access. IS has been going into the office regularly to sign off on relevant papers. All is up to date.</p> <p>Constitution- MVS suggested to keep the Governance running in the same way as it currently is in the Co-op rules. This has been reviewed, and it has been decided to keep with the present constitution.</p> <p>Door entry: Agreed Major works on low rise: Erection of pigeon spikes has been completed.</p> <p>Green Space in front of tower block: Quote has been obtained from B.E.C Perimeter Security LTD. Quote dated 31st October: £2,760.</p> <p>Benches situated permanently were thought to not be a good idea, as it could lead to people sitting in there through the night and possible sleeping there due to the location as in the past. IS suggested removable chairs that could be put in the area during the day, which could be taken into the community hall at the end of the day. This would be something better discussed during the Spring/Summer.</p> <p>Tower block: Although it has been confirmed when works will commence (April 2020), the Co-op is still waiting for information on what the works will be. It is imperative that the tenants and leaseholders are consulted to stop the same mistakes that happened to the low rise residents and leaseholders. MVS</p>	<p>All Board agreed</p>

<p>mentioned that samples need to be provided such as windows in order to involve residents in the works ahead. IS and JLM have met with Brent Council, and Brent have said they will hold meetings for residents to get information about the changes. IS to forward DP email regarding steering group for lease holders once she has received the relevant information. More information needed for lease holders.</p> <p>Fire safety check due.</p> <p>Kilburn Square Clinic: Squatters have regained entry into the building. There are leaks coming from the clinic again, which is now having a damaging effect on the garages below. JW stated that her vehicle has been damaged for a second time and is now paying to park on the street. A live-in guardian/security guard should have been organized by Brent in order to prevent the problems occurring again. Not sure who to contact for this.</p> <p>Link Bridge: No update. Waiting for Brent to confirm when the works will be taking place.</p>	<p>IS</p>
<p>4. MMA</p> <p>The MMA has gone back to Brent’s panel to review. It is ongoing. All happy with the progress. The Board commented on how happy they are with the help received from LM and that her expertise has been essential.</p>	
<p>5. CCTV and Security System</p> <p>DP has sent the job to 5 companies. So far DP has received interest from 3 of these companies. DP is sending a document to them from DH regarding the specification. DP spoke to KP and needs to speak to JWM about the companies visiting to do a site survey. KP should be one of the people to walk them round, so the visit needs to be worked around her hours. DH will come in following the site surveys and go through the pros and cons of each system. A decision can be made on which company and system to go with following this.</p> <p>The new build can feed into the system once it has been fitted. The Co-op does not have to wait for the new build to be completed to continue with the plan. There is unsurety about how this will be financed as yet.</p>	
<p>6. A.O.B</p> <p>December’s Board meeting and General meeting:</p>	

<p>The Board meeting is now taking place on 3rd December. The General meeting will be taking place on the 5th December instead of the 12th December due to the General Election.</p> <p>JW has provided a list draft of dates for all board meetings commencing in January for the next year.</p> <p>New Build: MVS has raised the question about service charges, and if an agreement has been made yet. This has not yet been done. What costs the Co-op are responsible for would need to be known and if extended control to new build, will finances be given to support this?</p> <p>IS has said that it has been mentioned that more would be paid into the maintenance fund, or potentially hire another staff member to tend more to the new build.</p> <p>Parking surveys have been completed but no information has been given yet.</p> <p>Community Hall: DP has proposed the use of the community hall for residents in case of emergency. DP has said that other Co-ops utilise their respective community hall for this reason. There would be no issue with public liability insurance as the service would be for the residents. It was agreed that the space will and should be used by the residents should it ever be needed.</p> <p>Tablets for Board use JW again suggested the use of tablets for Board meetings to lessen the amount of paper used at meetings. Everyone agreed that the large amount of paper is a complete waste. It was agreed that JW scope out tablets for Board use.</p>	<p>All Board agreed</p> <p>All Board agreed</p>
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Meeting adjourned at 8:05pm

Minutes agreed by:

Agreed _____ *J Welch* _____ (1)

Agreed _____ *D Priele* _____ (2)

Chair's Signature _____

Date 14/1/2020