

<p style="text-align: center;">Kilburn Square Housing Cooperative: <i>Board</i> General Meeting held on Tuesday 14th January at 7:30 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) Denise Prieto (DP-Vice Chair) Margaret Von Stoll (MVS- Board Member) Nicola Chapman (NC- Board Member)</p> <p>Apologies: Patricia Hogan (PH- Board Member)</p> <p>Visitors: None</p> <p>Not present: Rehanna Khawaja (RK-Board Member)</p> <p>Reference made to: Emily Rae Maxwell- ERM David Guy- DG Jennifer Williams- JWM Yasmita Kotecha- YK Dave Hinton- DH</p> <p>Minute taker: Sarah Counihan Sanchez (SCS)</p>	
<p>1. Welcome and Apologies</p> <p>Meeting opened at 7:25pm.</p> <p>Conflict of interests. None recorded.</p>	

<p>2. Minutes of the last Board meeting</p> <p>No matters arising.</p> <p>JLM signed.</p> <p>Agreement and signing of minutes from JW and DP.</p>	<p>JLM</p> <p>JW, DP</p>
<p>3. Manager's Report</p> <p>Void properties: JLM had a meeting with JWM today. Three voids currently in estate, but 1 has now been let in Rathbone House.</p> <p>Other two properties are in the Tower Block. One property has just been completed. The other is going through a legal process, which could take a while.</p> <p>Door entry: New plates are currently being worked on in the factory. They will sync with the door entry systems that are currently on the estate.</p> <p>Governance: Noted. Cannot be done until MMA completed.</p> <p>New person in charge in terms of MMA. Told to 'hold fire' with MMA progressions until end of January. David Guy is in communication. New employee in position has no housing experience, and so is learning on the job. Possible cause for concern.</p> <p>MMA allowances should be released once auditing has been completed. Auditing should have been completed in September 2019. JLM has in writing from ERM that once auditing has been completed, a decision will be made about allowances for the coming year. Funding was cut last year by 10%. Taking on the New Build might not be financially viable. MVS has said that if this is the case, it needs to be made clear that residents of the new build cannot use co-op services.</p> <p>Major Works: Meant to commence in April 2020, however there have not been any consultations as of yet for residents in the tower block.</p> <p>Kilburn Square Clinic: Squatters in clinic. Police were called due to suspicious behavior in and around the clinic. Upon investigation inside the clinic, police said they could not do anything about the squatters. There were a lot of beds in the clinic. An eviction date is to be confirmed by the NHS, as it is their responsibility. JWM has reported this. IS said at the meeting on 09/01, JWM and DG said that as soon as</p>	

<p>building is handed back to the council, it should be demolished instead of keeping it for any projects. They also said that structurally, the building should not be used. This has been an issue brought up at meetings for several months.</p> <p>A knife incident took place. Someone stood over a man sleeping outside. The man that was sleeping then chased the person with a knife.</p> <p>Kilburn Square Link Bridge: Still waiting for Brent to confirm when the works will be taking place.</p> <p>Estate Management: MVS has said that the cleaning is better in Rathbone House is a lot better than in Barrett house. JW said that is a matter of opinion. The smell of marijuana around the estate was also mentioned. JLM is going to speak to KP about this. KP does inspections, and MVS has asked if these check sheets can be brought to the Board meetings. NOTED. JLM has said that this is not the responsibility of the Board, but he will ask to see these reports. JLM to speak to KP.</p> <p>MVS has mentioned a number of staff sick days in November/December. NOTED.</p> <p>The rest of report has been noted.</p> <p>IS has said JWM asked for her to provide a financial report, but she did not receive any training on this, and has not been given a template to help facilitate this. Details of the finances do not need to be put in the minutes, due to privacy. Bank delays are still ongoing.</p> <p>JLM thanked IS for providing a financial report. The Board was happy with the report and also thanked IS. IS has spoken with YK and she said that the Co-op are due to get the allowance at the end of this month.</p> <p>JLM said that the Co-op has been advised by council not to spend any money because of works taking place over the next 4-5 years, such as cleaning the place up, demolishing link bridge, and car parks. JLM has this in writing.</p>	<p>JLM</p> <p>JLM</p>
<p>4. Outstanding works</p> <p>Still ground work and pointing that needs to be done in the low rises. JLM going to wait until the end of January to see what council comes back with. JWM has asked the council for an update on works that are meant to be commencing in the Tower Block and the link bridge.</p> <p>No consultations or leaseholder meetings regarding the Tower block works, supposedly commencing in April.</p> <p>New build was meant to be completed in November 2019, however these are still</p>	

<p>ongoing.</p>	
<p>5. MMA</p> <p>New person in charge in terms of MMA. Told to 'hold fire' until end of January. David Guy in communication. New employee, Sonia, no housing experience. Learning on the job.</p> <p>MMA allowances should be released once auditing has been completed. Funding was cut last year by 10%. Taking on New Build might not be financially viable.</p>	
<p>6. CCTV/ Security System</p> <p>One quote from one company, but they are including cabling. This quote comes to £60,000. Another quote will be coming in this week. A third company came to see KP, but they have said it's a bigger job than they thought, so they want DP to go around the estate with them. One more quote is pending. DP will talk to DH once all quotes have been obtained to talk about the best value but also best running system.</p>	
<p>7. Tablets for Board Meetings</p> <p>JW has suggested the Amazon Fire as it is relatively cheap as a tablet and from experience works well. Would be useful for downloading board documents and get rid of lots of paper documents at Board meetings. A Board email and Amazon account for tablet use will have to be set up. JW has said she will download all documents onto the tablets for the first use for members. £49.99 tablet + £10 case and additional price for screen protector. Would only need one agenda for keeping note of points and one copy of minutes for signing. Table will be made of Board Member receipt of tablets, and their serial numbers.</p> <p>JLM carried this forward as a motion. All agreed. 9 Tablets to be bought. JLM has told JW to go ahead with purchasing. JLM and IS can then sign up on this.</p>	<p>JW</p> <p>JLM, IS</p>
<p>8. AOB</p> <p>Football pitch: JLM is going to buy a chain for the football pitch, the padlock will go on this. JLM and JW have asked for weatherproof and / or weather resistant locks for ease of</p>	

<p>volunteer use for quite some time but this hasn't been followed up.</p> <p>Meeting frequency: JLM has been thinking of doing quarterly meetings rather than monthly, and then if anything arises during this time, extra meetings can be called. This means that attendance is <u>ESSENTIAL</u>. This means that meetings are useful and not repetitive. JLM also acknowledged that due to Board members being volunteers, this would be fair. MVS has said she thinks that quarterly meetings are not frequent enough, but JLM has said that when emergency meetings are needed, these can be arranged. These meetings will be 2 hours long to accommodate for more business to be discussed each time.</p> <p>JW has said this will be a more effective way to function as a board. JW to re-arrange calendar dates for the board meetings.</p> <p>Special meetings will be held when needed, with 7 days' notice if possible.</p> <p>Email updates: JLM also suggested getting a monthly email update to discuss the manager's report etc.</p> <p>Budget: JLM and IS have said they cannot make a budget as they are waiting for a report to come from council at the end of January. JWM has said she will use the same budget as last year.</p> <p>MVS has discussed a newsletter however there is no one to do this.</p>	<p>JW</p>
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Meeting adjourned at 8:25pm

Minutes agreed by:

Agreed *A Welch* (1)

Agreed *M Jago* (2)

Chair's Signature *Dennis Jones*

Date 10/3/20.