

<p style="text-align: center;"><b>Kilburn Square Housing Cooperative: Board Meeting minutes, held on Tuesday 7<sup>th</sup> July at 7:30 pm Community Hall of the Tower Block</b></p>	<p style="text-align: center;"><b>Actions</b></p>
<p><b>Present:</b> James Lewis-Murphy (JLM - Chair) Isabel Sanchez (IS - Treasurer) Jennifer Welch (JW - Secretary) Denise Prieto (DP - Vice Chair)</p> <p><b>Apologies:</b> None</p> <p><b>Visitors:</b> None</p> <p><b>Not present:</b> Nicola Chapman (NC - Board Member) - has not attended the last 3 meetings Rehana Khawaja (RK – Board Member)</p> <p><b>Reference made to:</b> Jennifer Williams (JWM – Estate Manager) Linda Ponder (LP - Office Staff) Yasmita Kotecha (YK - Office Staff) Karis Pink (KP - Office Staff) Rudy Kelly (RK – Maintenance) Emily-Rae Maxwell (ERM - Brent Council)</p> <p><b>Minute taker:</b> Sarah Counihan Sanchez (SCS)</p>	
<p><b>1. Tablets for meeting</b></p> <p>All Board members had their tablets and were able to download documents successfully prior to the meeting.</p>	
<p><b>2. Welcome and apologies</b></p> <p>JLM welcomed everyone and thanked them for attending.</p> <p>No conflicts of interest noted.</p>	

<p><b>3. Minutes of the last meeting (10<sup>th</sup> March)</b></p> <p>Amount for CCTV is incorrect, and this will be much higher.</p> <p>Estate signage has been bought and paid for. This was meant to go up in April but will now be put up in October, as this is when they will return from furlough.</p> <p>JLM said that Board Officers should all have a universal fob (see AOB).</p> <p>IS said that grounds maintenance went up due to the repairs in playground and for estate signage. IS can forward this email to JLM. JWM forwarded an email to IS regarding the remit. (Ask IS).</p>	<p>IS</p>
<p><b>4. Manager/Chair report/s</b></p> <p>JLM said all staff were off for the first couple of weeks of lockdown and were being paid during this time.</p> <p>JLM asked Brent about guidance regarding staff returning to work and safety. Brent said they would decide what to do following Government advice.</p> <p>JLM spoke to JWM about the cleaners coming back for several hours a day in June as the estate was getting run down. As of July they are back full time. Rudy is only on site when he is called for a repair, which is most days. JLM said that Rudy is most at risk as he is going into resident's homes.</p> <p>JLM said that all cleaning and maintenance have been told to wear PPE on site. JLM has said that this is therefore their responsibility.</p> <p>The office staff are currently working from home. JLM has spoken to JWM about bringing staff back into the office. KP is back one day a week. LP is back one day a week. YK was shielding until today, but will be returning in August to work one day a week. JWM is going to be on site when needed.</p> <p>IS had nothing to report financially due to a technical fault with tablet, so will provide SCS with report and can add this to minutes. No money is currently being spent.</p> <p>Rent reports have not yet come in, however when JLM met with JWM, she said that the rent paid was at 98%, which is slightly lower than the normal rate, due to some problems with tenants.</p> <p>With regards to cleaning costs, they went up due to stronger cleaning products needing to be used for the flooring. IS spoke about the floor replacement being looked into. IS also mentioned that the drain on her stairs is blocked which leads to pools of water when it rains, which is a hazard.</p> <p>JLM said for IS to ask KP if RK can open the drain to stop the water flooding in the stairs when it rains.</p>	<p>IS</p>

<p><b>5. MMA</b></p> <p>The Board are currently awaiting council confirmation for the changes made. The document that was sent to the Board in March was still incorrect, as it did not include any of the changes made with ERM when she was in post, and instead Brent sent a document with changes they had made and had not been approved by the Board. Brent said that their version LM to look at, who has now made the corrections needed.</p> <p>This has been sent back to Brent council.</p> <p>Once this has been checked and sent back to Board, a meeting will be held with LM to go through it, and hold a vote for whether the Board are happy with it. Following this, the Board can look at having a General Meeting to have it ratified by the residents. JLM has said to Brent that he does not think that the Board will be able to do this this year.</p> <p><b>AGM:</b> September AGM. JLM and JWM had a look at the meeting hall, and decided that it would not be possible to hold a general meeting whilst keeping in line with social distancing. A minimum of 15 people needs to attend these meetings to go ahead, however even with social distancing measures, the room is possibly not big enough to facilitate this.</p> <p>JLM asked JW if Board will be held accountable for not holding it. JW is going to ask the NFTMO.</p> <p>JLM asked if the Board could use a postal vote for the MMA and budget. JLM asked if JW could also ask the NFTMO about this. DP said it would be a good idea, as it may give an insight into how other Co-ops are dealing with the current situation.</p> <p>JW asked if an Annual Report would still be done. JLM said yes, as it can be posted through doors. It could be put on the website for residents.</p>	<p>JW</p>
<p><b>6. Door entry system</b></p> <p>JLM said that there have been problems with the fobs. Someone had taken off the access panel and cut the wires inside, which would have led to the fobs not working over the last few months. This has since been fixed. However, since this has happened, JLM said he misunderstood what he was told. What was paid for was a replacement of the fob system, which is a new computer system and new fobs and a new way of programming and charging the fobs. JLM thought this would take into account that when the fob releases the door magnets to open, this was a part of it; however it is the door entry system, so they are separate. What was paid for was a replacement of the fob computer system, not the door entry system itself.</p> <p>Open View are coming to check on the door entry systems and look at replacing all of the telephones with the video screens inside the flats. This should be paid for by</p>	

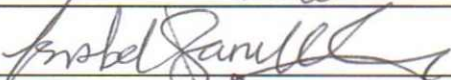
<p>Brent, however they may not be done until Major Works commence, which are still on hold.</p> <p>If the door entry system is changed now, leaseholders would then be charged. If tenants wait (possibly years) until Major Works start, then could be paid for by Brent.</p> <p>JLM has asked Brent whether the TMO funds could be used to cover this, however Brent are one of the councils who do not allow this.</p> <p>Will the residents want to wait a number of years until the Major Works begins before the door entry system issue is resolved?</p> <p>JLM is waiting for a price to come back, and from this, an idea of how this would affect leaseholders could be looked into.</p> <p>JLM said that quotes from other companies have to be under Brent's approved suppliers.</p> <p>DP said Brent need to explain what they mean by 'approved supplier'.</p> <p>DP said this is worth investigating, as it would influence who the Co-op are able to hire for the job. DP is going to send an email to JLM regarding this, which JLM can then raise with Brent.</p>	
<p><b>7. CCTV/ Security system</b></p> <p>JLM has said this will need to be done through council approved contractors. JLM is going to ask the council about procurement.</p> <p>Would maintenance be included in the contract?</p> <p>DP said the company that fit a system should be the ones who maintain it.</p> <p>DP going to email JLM about this, and then ask for a list of approved contractors, and ask how do companies become approved suppliers?</p> <p>JLM said money has been spent on things that it shouldn't have been, such as the door entry system, and the bridge. So JLM wants to make sure things are procured properly in future and that when money is spent, it is not done incorrectly, and all the information is known.</p> <p>JLM reiterated that he wants the money to be spent correctly. The companies that have been looked at by DP, need to be procured by Brent.</p> <p>JLM said that as he and the board members are legally responsible for decisions made during meetings, things need to be done correctly through the procurement process.</p> <p>Another company visited the estate last week, and DP and KP spoke to them about the system.</p> <p>DP should have a 3<sup>rd</sup> quote by Thursday. This will be sent to Brent once the Board has looked at it.</p> <p>JLM said everything has to be completely re-wired with new systems and screens, and not to be adding it on to any existing system.</p> <p>JLM also said he would like the system to be attached to Brent's CCTV, for out of hours. DP said that all Hammersmith estates are connected to Hammersmith Council's control rooms for out of hours.</p>	<p>DP</p>

<p><b>8. New build</b></p> <p>JLM said that this is nearing completion. Should have been done last year, but will now be done by October of this year. The budget was cut by 20% last year, so taking on the new build is dependent on the budget next year. No new figures will be provided until January 2021.</p>	
<p><b>9. AOB</b></p> <p>MVS has resigned after the last General Meeting. NC no longer wishes to be a Board Member. There are now 6 members on the Board.</p> <p>When the café re opens in the square, are they going to start reusing our bins was asked? IS said that there are already mice in the area as a result.</p> <p>IS mentioned that the fobs don't work in all areas. JLM said that fobs work in the section of the building that you live in. Rathbone resident's fobs only work in the Rathbone part of the estate, Tower Block residents fobs only work in the Tower Block and not in the Low Rise.</p> <p>The KSHC logo has been changed on the website. JLM said that JWM redesigned the website, which saved a lot of money. JLM said the old logo may not have worked on the new format.</p>	
<p>Managers' report was noted.</p>	

Meeting adjourned at 8:37pm

Minutes agreed by:

Agreed  (1)

Agreed  (2)

Chair's Signature 

Date 15/9/2020