

<p style="text-align: center;"><b>Kilburn Square Housing Cooperative: General Meeting held on Tuesday 15<sup>th</sup> September at 7:00pm 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) Patricia Hogan (PH - Board Member)</p> <p><b>Apologies:</b> None</p> <p><b>Visitors:</b> None</p> <p><b>Not present:</b> Rehana Khawaja (RK - Board Member)</p> <p><b>Reference made to:</b> Jennifer Williams (JWM - Housing Services/Estate Manager) Karis Pink (KP - Office Staff) Linda Ponder (LP - Office Staff) Yasmita Kotecha (YK - Office Staff) Martin Bradley (MB - GCN Accountant) Nicola Chapman (NC – ex Board Member) Paula Lewis Murphy (PLM - Resident) Sonia Dalphinis (SD - External Partnerships Manager) Oscar Jackson (OJ - External Partnerships Officer) John Magness (JM - Head of Housing) Liz Michaels (LM - Consultant) Dave Hinton (DH - Crime Prevention Design Officer)</p> <p><b>Minute taker:</b> Sarah Counihan Sanchez (SCS- Minute Taker)</p>	
<p>1) Welcome from the Chair and apologies.</p> <p>Meeting began at 7:05pm. JLM thanked everyone for attending the meeting and wearing their masks.</p> <p>No apologies.</p> <p>No conflicts of interest.</p>	
<p>2) Minutes of the last meeting (7<sup>th</sup> July 2020)</p>	

<p>Signage for the estate has now been updated and purchased. The signs no longer say that this is a private estate. The signs on the Rathbone side of the estate will be put up when the new build works are complete.</p> <p>JLM has been looked at subsidising the costs of the new fobs for tenants; however the price they are is what the Co-op have bought them for, so this would not work.</p> <p>JLM is going to remind JWM about all committee members needing to have a universal fob. Not to the office in the Tower Block, but for all gates and doors on the estate. This would be beneficial in case of emergencies in the Tower Block. JLM has not spoken about this yet but he will speak to JWM about this when she returns from holiday.</p> <p>Minutes were agreed and signed by JW and IS, and JLM.</p>	
<p>3) Board Nominations</p> <p>No new board members have applied. DP said that this may be due to the circumstances with COVID-19, leading people to feel anxious about this.</p> <p>JLM said one person had come forward with interest in joining the Board, but they had not handed in their nomination form, which may be due to the cancellation of the AGM on 10<sup>th</sup> September. JLM is going to email her about this to ask if she is still interested, and if she is, she will be invited to the next Board meeting in December.</p> <p>JLM said that more advertisements will be put through doors for new Board Members. JLM said that as meetings are less frequent, now at 4 meetings a year, he expects all Board Members to be in attendance.</p> <p>JLM said that 6 board members is the minimum that is needed. RK has not attended meetings this year. JLM has said he is going to write to RK about this.</p> <p>NC has resigned by proxy, as she has not responded to any emails from JLM or JW since before lockdown. She has since been removed from the WhatsApp KSHC Board group. She did not attend the last three successive meetings.</p> <p>JLM has said that IS is going to be stepping down as Treasurer but will be staying in the role until a new Board Member can take this on.</p> <p>The new member who may be joining the Board has expressed interest in becoming treasurer, however JWM has said to JLM and IS that only tenants should hold officer's positions, however JLM and JW said that this is not in the rules and regulations.</p> <p>The constitution states that there should be more tenants than lease holders on the Board, and the ratio at the moment is at 60/40.</p> <p>JLM has spoken to IS about the finance sub-committee, and they have co-opted someone (PLM) who is not on the Board to be a part of this sub-committee; however</p>	



<p>she cannot join the Board due to another household member already being on the Board, however she has agreed to join a subcommittee in order to assist IS in this role until a replacement is found. This resident has experience in book keepings and runs their own business.</p>	
<p>4) Chair/ Managers Report/s</p> <p>Managers' report:</p> <p>Rent collection is at 107%? The co-op is on top of any rent arrears.</p> <p>Car park gates: When gates are locked shut at the weekend there are no staff members in office to be made aware of this, meaning no one can drive in or out. JLM, JW and DP are happy to be shown how to do the car park gates.</p> <p>Car parking: Wing- JLM is unsure why the parking shouldn't be taken back in house. When this was run in house JLM said that the system worked well. This way the estate can make some money back from it. JLM said that next year this is something that can be looked into. There are currently a lot of builder's vehicles parking in the Rathbone carpark.</p> <p>JLM would like to know how much information JWM has about what is being done regarding the new build. He is going to ask Brent in tomorrow's meeting. During a wake service in the green area, JLM was called, being told that the builders had not sealed off the building site from the barbeque area, which led to children playing in there. JLM went down and secured the area with cable ties.</p> <p>Office staff: Office staff are back to work and are happy. JLM has spoken to LP, KP and YK. Staff are now in the office two days a week apart from YK who is in once a week and are working from home for the rest of the week. YK is working from home however JLM said that she is working very efficiently.</p> <p>Managers' report has been noted.</p> <p>The Rules and regulations will be looked at once the MMA has been completed.</p>	
<p>5) Finance Report/s</p> <p>Finance report is noted. The Co-op is in a healthy financial position at the moment.</p> <p>JW mentioned that Martin Bradley from GCN (accounting) was going to be in touch and asked what happening. JLM said that he is going to email MB regarding the accounts.</p> <p>JW has said she needs to add a few photos and two financial pages to the annual report and will soon be able to release it.</p>	<p>JLM</p>

<p>6) Outstanding works</p> <p>All works are still outstanding. JLM has a meeting tomorrow with Brent (OJ, DP and JM) and hopes to get some answers for this.</p> <p>The London Borough of Culture is currently moving into the clinic. This has been delayed until 2021 but they are still able to move in now.</p> <p>Trees in the green area between the tower block and the clinic will be brought up in tomorrow's meeting.</p> <p>JLM said in his meeting with Brent tomorrow he is going to ask how much information JWM has about the new build works.</p> <p>The lock wasn't put at the exit of the building site by the BBQ area, and during the week some children were playing and entered the site. JLM had to go down and seal this off.</p>	
<p>7) MMA</p> <p>Still outstanding. JLM should have received something from Brent on the 11<sup>th</sup> September but he hasn't received anything yet. JLM is going to be asking about this in tomorrow's meeting with Brent.</p>	
<p>8) CCTV/ Security System</p> <p>JLM has read through all tenders sent by DP and agrees with DH's review. JLM has contacted LM since the last meeting about whether there are specific procurement rules, and LM has said that the co-op can procure themselves as long as it is done correctly, and that this does not have to be done by Brent.</p> <p>Tenders done by Brent can be looked at alongside those secured by the co-op.</p> <p>Brent knows the Co-op have three tenders. DP will give DH's specification document to JLM to send to Brent for them to secure their tenders against the same specification used by the existing three tenders secured by the board. JLM is going to ask OJ tomorrow where this specification should be sent.</p> <p>JLM wants to give Brent the opportunity to tender for it.</p> <p>JLM said that with whoever is chosen, a maintenance contract will also be taken out with them. DP said DH can look at Brent's specification.</p> <p>Fob and door entry system:          Fob system- JLM said that documents do say that this was solely for the fob replacement and not for the door entry system.          Door entry system- JLM said it would make sense to use the same company who fitted the fob system, to do the door entry system so that everything would work together on the same platform.</p>	<p>DP JLM</p>



<p>DP said that this was an easy mistake to make.</p> <p>Brent is going to pay for the door entry system, and so this will not cost the co-op but will cost the lease holders. JLM is also going to be asking Brent tomorrow about this.</p>	
<p>9) Website</p> <p>JW wants board members to look at website to see if anything needs changing, of if anyone can think of anything that should be added.</p>	
<p>10) AOB</p> <p>DP has been without water in her property for three weeks in her bathroom. Several properties are having issues with pipes leaking. Tenants have been told in the past that pipe work is atrophying.</p> <p>DP said works done by Wates on windows was a very bad job and said that they are a Brent supplier.</p> <p>The Board think feel it would be a necessary measure for KP to make more patrols due to excess school children playing in the playground, which during these times is not good for social distancing. This would include evenings.</p> <p>This could be two evenings a week, with the evenings alternating so the presence is felt on the estate.</p>	

Meeting adjourned at 8:20pm

Minutes agreed by:

Agreed  (1)

Agreed  (2)

Chair's Signature \_\_\_\_\_

Date 8/12/20