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| Kilburn Square Housing Co-operative  Board Meeting held on  30th January 2018 at 19.00  Community Hall of the Tower Block  **Corrections from 30th January 2018 minutes** | Actions |
| Present:  Jennifer Williams (JWM) - Housing/Estate Services Manager  Margaret Von Stoll (MVS) - Chair  Patricia Hogan (PH) - Deputy Chair  Charlotte Fonceca (CF) – Board Member  Maxwell Antwi (MA) – Board Member  Jennifer Welch (JM) – Secretary  Antonio Messina (AM) Treasurer  **Minutes originally taken by Pearl Williams (PW)**  **Accuracy and amendments done by Jennifer Williams on 14/02/2018** |  |
| 1. **Apologies**   **Pauline Fell (PF) Deputy Secretary**  **No conflict of Interest declarations were made.** |  |
| 1. **Minutes of the last Board Meeting (12th December 2017)** 2. Accuracy   To amend page 3, agenda item 10 – should say £10.00 voucher.   1. Matter arising   Budget in preparation and will be presented to Board in March for approval. |  |
| 1. **Managers’ report Noted**   JWM went through December KPI’s;  Correspondence there was none for KSQ.  Rent collection for December was 98.4%  Rent arrears was 2.4% performance overall was lower of the Christmas period. Mainly due to the buy backs which have impacted negatively on the figures. It took over two months to let one of the buy backs mainly due to the size of the accommodation, and the new affordable rents being charged. Overall voids and rent collection performance has increased on the estate since the buy backs came into operation on the estate.  Concerns have been fed back to Christina Byrne (CB) Brent. One significant issue that has come about since the buy backs, Brent are just carrying out basic void works.  But not allowing for re-positioning of a new TV point in the dining room. These costs should not be picked up by the TMO and will be raised with Brent. |  |
| 1. **Governance**   Skill audit and training and development plan still pending.  The internal audit report is complete, only thing outstanding is the MMA and training for the Board Members.  The Board have agreed the Business plan for 2017-2022 |  |
| 1. **MMA**   Date to be arranged with KSQ advisor and Brent to look at allowances, boundaries and schedules. |  |
| 1. **Finance**   KSQ accounts up to the end of December show a variance of £24,221.  Total cash balance held at the end of December 2017 in all three bank accounts is £607,690.  KSQ new credit card is in the name of (MVS) as requested by the auditors.  KSQ will need open additional bank accounts as we are only covered for £85,000 by the FSC.  £6,000 has been allocated for new signage for the estate which needs to be spent before the 31st March 2018.  The Board have agreed that residents/visitors/2nd permits parking charges will remain the same for 2018/2019.  Business users parking charges will increase by 5% for 2018/2019. |  |
| 1. **Risk Management**   The Board have agreed that the CCTV and fob system on the estate will need to be procured in 2018/2019 budget. KSQ have a health surplus and it would be cost effective to do this in the new financial year. KSQ will use Brent Mechanical and Electrical teams’ expertise to procure these services. The expenditure of £150,000 will be factored into the budget to cover the costs. |  |
| 1. **Estate Security**   KSQ has new Liaison Officer Cymonn. Oshea@ met.police.uk  All ASB issues are dealt with by the office and 101. |  |
| 1. **Additional Meetings**    1. **Survey Results**   The Meeting with Newman Francis (NF) consultant was positive, there will be a number of recommendations that will need to be fore filled by the Board. NF will circulate draft report to Board with deadlines for implementation.   * 1. Signage meeting to be scheduled JW to arrange |  |
| 1. **A.O.B**   Confirmation needed from Brent on who is managing the new build. |  |

The Board Meeting was adjourned at

Next meeting date: Tuesday 13th February 2018

Minutes agreed by:

Agreed……………………………………………………………………………………………………………………….



Chair’s Signature…………………………………………………………………………………………..



Date:………………………………………………………………………………………………………………………………………..

