

<p style="text-align: center;"><b>Kilburn Square Housing Co-operative: Board Meeting held on Tuesday 15<sup>th</sup> May 2018 at 19:00* Community Hall of the Tower Block</b></p>	<p style="text-align: center;"><b>Actions</b></p>
<p><b><u>Present:</u></b></p> <p>Margaret Von Stoll (MVS – Chair) Antonio Messina (AM – Treasurer) Patricia Hogan (PH – Deputy Treasurer) Paul Kelley (PK – Board Member) Densie Prieto (DP – Board Member) Rehana Khawaja (RK – Board Member) Jennifer Williams (JWM – Estate Manager)</p> <p><b>Minute taker/s:</b> Antonio Messina (AM – Treasurer) Margaret Von Stoll (MVS – Chair)</p>	
<p><b>1. Welcome and apologies</b></p> <p>MVS welcomed everyone, in particular the residents that attended to become new Board Members: Zaler Montana (ZM) James Lewis-Murphy (JLM)</p> <p><b>Apologies were received from:</b> Charlotte Fonceca (CF – Board Member) Jennifer Welch (JW – Secretary) Pauline Fell (PF- Board Member)</p> <p>MVS asked if the Board agreed that ZM and JLM are to be co-opted as Board Members. All agreed.</p> <p>Code of Conduct, Conflict of Interest and Declarations of Interest forms signed by: PK, DP, RK and JLM. These three forms to be sent to ZM and FA to complete and return.</p> <p><b>Conflict of Interest declarations:</b> None were made.</p>	<p style="text-align: center;">All current Board agreed</p>
<p><b>2. Minutes of the last Board Meeting (10<sup>th</sup> April 2018)</b></p> <p><b>(a) Accuracy</b></p> <p>Nothing.</p> <p>The minutes were agreed by PH and RK.</p>	

<p><b>3. Manager's Report</b></p> <p><b>KPI Report</b>                  Good KPI's by KSHC exceeding targets. Wrong figures have been provided by Brent Council on Voids, as we have NO voids and this should be showing green and not red. JWM has asked for clarification from Brent Council, but has received no answer to date on this.</p> <p>Rent Collection April - 101.4% target 99.50%, Rent arrears 2.3%, Voids - None,</p> <p>Complaints to KSHC - None, Repairs: - Amber</p> <p><b>Estate Repairs</b>                  Pac readers, door entry and CCTV to be replaced matter of urgency.</p> <p>Car Park gate 3 (Rathbone/Brondesbury) is currently open, rats have chewed through the cables.</p> <p>Cost to repair £324 - Board approved. Need confirmation from four board members absent (JW, PF, CF and MA). MVS to send email.</p>	<p>MVS</p>
<p><b>4. Governance</b></p> <p>Outstanding issues and policies to be approved, MVS is working on these.</p> <p>Training for Board Members - Action - MVS to contact Watling Garden on shared training and Boards Members</p> <p>Christina Byrne has moved responsibilities for TMOs. The TMOs function will move out of Housing Management into the councils Housing and Supply and Partnership service from 1st June 2018.</p> <p>(New contacts will be Greeta Le Tissier and Serina Dawkins). The new contacts would like to attend one of our Board Meetings.</p>	<p>MVS</p>
<p><b>5. MMA</b></p> <p>MVS to contact Liz Michael and the Council to arrange convenient meeting to complete the MMA and negotiate allowances. Action - MVS</p>	<p>MVS</p>
<p><b>6. Finance</b></p> <p>AM cannot to continue to cover the position of Treasurer and the various tasks required by the role because of work commitments, but will continue in this role until 14 June meeting when he will formally step down. The new Treasurer will have to be a signature for the bank.</p>	

<p>The budget has been agreed at the previous Board meeting, which included CCTV works. Currently there is £615,289 in the bank accounts.</p> <p>The Board to find and agree new bank accounts for the Co-ops monies. Santander, and find new banks for our surpluses and reserves due to the guaranteed limit being £85,000.</p>	<p>Board and Office</p>
<p><b>7. HR</b></p> <p>Minute taker position still vacant. Agreed freelance minute taker £50 for each meeting to take and produce the minutes, position to be read retired. AM volunteered to take minutes for this board meeting.</p>	
<p><b>8. Officer position</b></p> <p>Treasurer will resign 14 June 2018. The general meeting of 14 June will now be an extraordinarily meeting to elect the co-opted members onto the board to enable KSHC to progress our business.</p>	
<p><b>9. Risk Management</b></p> <p>JLM has offered his expertise as he is knowledgeable about this.</p>	
<p><b>10. Estate security</b></p> <p>DP is liaising with the consultant (Andy), JWM and Karis on procuring the new CCTV and security system for the estate. The consultant will do a walk about of the estate with Karis and would welcome as many board members who are available to attend for to have a better understanding of the current system, and to scope the works required which will include fobs.</p> <p>After Andy's visit he will provide a fee for the tendering and procurement work he will be doing, and which will require the Boards' approval. A new sub-committee will be appointed, the more board members who join the better. They will review Andy's CV including previous works and this will be made available to the Board. Depending on the system recommended it might be of interest for us to visit an estate were it is being used which is similar to our set up.</p> <p>Date of time and walkabout to be arranged.</p>	<p>Lead DP / Board</p>
<p><b>11. AOB</b></p> <p>General meeting for 14 June 2018 will now be an extraordinary meeting to vote on our new Board members. Need to send out agenda and voting papers to all shareholders for new members to join the Board.</p>	<p>MVS and JW</p>

The Board Meeting was adjourned at 20:13.

Minutes agreed by:

Agreed (1) Denko Pretor

Agreed (2) ~~Denko Pretor~~

Chair's Signature Margaret Jan Stan

Date 12 June 2018

The next Board meeting is on Tuesday the 12<sup>th</sup> June 2018.