

<p style="text-align: center;">Kilburn Square Housing Co-operative: Board Meeting held on Monday 12th March 2018 at 19:15 Community Hall of the Tower Block</p>	<p style="text-align: center;">Actions</p>
<p><u>Present:</u></p> <p>Margaret Von Stoll (MVS – Chair) Jennifer Welch (JW – Secretary) Antonio Messina (AM – Treasurer) Patricia Hogan (PH – Deputy Treasurer) Maxwell Antwi (MA – Board Member)</p> <p>Minute taker: Antonio Messina (AM – Treasurer) volunteered</p>	
<p>1. Welcome and apologies</p> <p>MVS welcomed everyone and thanked everyone for attending this rearranged Board Meeting.</p> <p>Apologies were received from Pauline Fell (PF), Charlotte Fonceca (CF) and Jennifer Williams (JWM).</p> <p>No Conflict of Interest declarations have been made.</p>	
<p>2. Minutes of the last Board Meeting (13th February 2018)</p> <p>(a) Accuracy</p> <p>Nothing.</p> <p>(b) Matters arising</p> <p>We do not have a Carers Permits at present. The Board agrees that residents who need a carer permit (if they meet certain criteria to be decided), should be able to purchase a Carers Permit. They would cost at least the same amount as the Residents Permit.</p> <p>Minute taker: position potentially to be advertised around the estate.</p> <p>(c) Agreement and signing of minutes</p> <p>Minutes agreed and signed off.</p>	
<p>3. Manager's Report</p>	

<p>This was circulated via email by the Estate Manager JWM on 7th March. MVS read it for the Board Members. The key points were as follows:</p> <ul style="list-style-type: none"> • Voids and Buy-backs. The voids figures do not make any sense. It may be the buy-back fall out and the TMO is waiting for a clarification from Brent. • Finance <p>According to Rule 35 the Co-op has carried over surpluses accumulated by prudent Board Management. The Co-op has never recharged any surplus to leaseholders or business users because the improvements are intended for the benefit of the estate community as a whole</p> <p>The Board do not agree with the statement as historically this has not been the case and the rules do not allow for surpluses to be recharged</p> <p>We would have appreciated this being discussed with the Board prior to communication with Brent.</p> <p>Points discussed:</p> <ul style="list-style-type: none"> • We cannot as yet approve the budget • We can use reserves, but not surplus • We do not recharge tenants neither leaseholders for estate improvements done with surplus money. • Works to be undertaken on the estate: the Board does not agree with point 7. Garages to be repaired/ cleaned for letting <p>The Board, including the Treasurer, received suitable training in November.</p>	
<p>4. Governance</p> <p>Audit from Newman Francis: the Board is dealing with the points. Two strategies have been completed, to be circulated to the Board for comment. The Board is also waiting to hear from Christina Byrne about the interested residents to be potential Board Members. She said that the information may be available for the next Board Meeting in April.</p>	
<p>5. Modular Management Agreement (MMA)</p> <p>MMA: ongoing, still waiting for a negotiating meeting.</p>	

<p>6. Finance</p> <p>(a) Monthly account report</p> <p>The raw figures have been discussed with the Board Members. The Treasurer has investigated with the Estate Manager about the variances and the biggest differences are due to:</p> <ul style="list-style-type: none"> • ground maintenance overspend due to additional tree works • Office equipment- all expenditure coded to this heading to reduce the number of codes being used money in office expenses will cover overspend • Social events including Christmas meals and gift vouchers for residents • Security works - repairs outside PPM contract. It has been suggested / recommended that Board Members are automatically notified when an expenditure exceeds a certain threshold <p>Santander account may need to be closed because it requires two Board Members to take out money which is inconvenient, and does not have online banking facilities.</p> <p>As of 28th February 2018 the actual total cash balance is £683,682.</p> <p>(b) Surplus expenditure</p> <p>AM would like 50% +1 of the shareholders to agree on the surplus expenditure at the GM.</p>	
<p>7. HR - minute taker</p> <p>The position is again vacant and has been advertised. Christina Byrne suggested advertising on the estate, and may be able to help through Brent.</p>	
<p>8. Risk Management</p> <p>A number of risks have been discussed, including:</p> <p>Bikes still left on landings in the Tower Block although signage says they should not be left in communal areas. Should be removed under Health and Safety.</p>	
<p>9. Estate security</p> <p>PACS system needs upgrading. Need quotes, awaiting advice from Brent</p>	
<p>10. Additional meetings</p>	

11. General Meeting This is being confirmed for Thursday 15 th March at 19:30. AM will not be able to attend.	
12. AOB Some qualifying residential units are still not present in the online Wing system although the TMO office has requested access.	

The General Meeting was adjourned at 21:15.

Minutes agreed by:

Agreed
(1)

L Welch

Agreed
(2)

P. Hgan

Chair's Signature

Maureen van der ...

Date

10 April 2018