

<p style="text-align: center;"><b>Kilburn Square Housing Co-operative: Board Meeting held on Tuesday 10<sup>th</sup> April 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) Jennifer Welch (JW – Secretary) Patricia Hogan (PH – Deputy Treasurer) Maxwell Antwi (MA – Board Member) Charlotte Fonceca (CF – Board Member) Jennifer Williams (JWM – Estate Manager)</p> <p><b>Minute taker:</b> Jennifer Welch (JW – Secretary)</p>	
<p><b>1. Welcome and apologies</b></p> <p>MVS welcomed everyone, in particular the residents that attended to become new Board Members: Paul Keeley (PK) Denise Prieto (DP) Hannah Khawaja (HK) Fatima Achach (FA).</p> <p>MVS asked if the Board agreed that PK, DP, HK and FA could be co-opted as Board Members. All agreed.</p> <p>Apologies were received from Pauline Fell (PF) and Antonio Messina (AM).</p> <p>No Conflict of Interest declarations were made.</p>	<p>All current Board agreed</p>
<p><b>2. Minutes of the last Board Meeting (13<sup>th</sup> March 2018)</b></p> <p><b>(a) Accuracy</b></p> <p>Nothing.</p> <p><b>(b) Matters arising</b></p> <p>Liz Michael comments to be removed from body of the minutes.</p> <p><b>Carers permits</b></p> <p>All those that have enquired have come back with proof / evidence that they are carers and have paid the £30.00 for the permits.</p>	

JWM informed the Board that the PAC readers are failing across the estate. Hence why there is a car park gate currently left open.

#### **Wing parking**

Wing have been late with sending out the permit reminders letters. The cost is currently the same with increases for the business users.

#### **Governance**

JWM informed the Board that Christina Byrne had been at KSHC the week before and she had been reminded that CB had not yet got a response with regards to a meeting date to discuss the MMA. MVS told the Board that she had a letter dated the 7<sup>th</sup> March (not received on the 7<sup>th</sup>) to read out regarding this that had been received at the office then forwarded on to her.

#### **Major works**

KSHC is still waiting to hear when the major works on the low rise is going to be completed as those works completed have not been done so satisfactorily. Leaseholders have received the invoices which should have been put on hold as MVS sent an email to the leasehold department stating that the works was not completed. The invoices also showed a significant increase and this could be due to an anomaly of errors and leaseholders need to ensure that they are not being recharged for the errors made when the contractors had to be called back out ie. when the scaffolding that had to be brought back etc. There is outstanding pointing work in the low rise and since this was costed when the estimated bills were sent out we need to ensure that the actual bill has not increased due to additional works like this.

PK said it looks like there have been items that have been charged for twice on the invoices. MVS informed the Board that leaseholders can go up to Brent to look at the invoices via an appointment. JW stated that the actual invoices were not detailed like the estimates. JWM stated that unfortunately Brent prepare their invoices that way so they will have to be challenged.

#### **Budget**

Brent have been querying the budget from 2015/2016 regarding bills around consultancy fees and have also requested bank statements for 2015/2016 which JWM has provided.

The Board need to ensure that the training budget is up and running, along with a training package for new members.

#### **Newman Francis improvement plan**

Deadline for work was the 31<sup>st</sup> March. JW stated that the Resident Involvement and Communication and Consultation Strategies had been circulated to the Board in March for comment and that none had been received therefore they could be agreed.

Christina Byrne had asked when the Board had agreed the improvement plan format formally. MVS pointed out that the Board understood that Newman Francis had come in to help and at no time was there mention of the improvement plan being "formal". The Board that was present had agreed the work and format was to be carried out to help with improvement of governance and that Newman Francis had come in on a "friendly" basis.

<p>(a) Monthly account report</p> <p>AM was away but JWM presented the figures. The accounts are healthy showing a variance of £32,585.00 at the end of the 31<sup>st</sup> March. Currently in the bank accounts to the end of March the figure is £653,102.00. In the current account there is £564,829.00. Money Master account shows £68,662.00 and the Santander account shows £19,611.00.</p> <p>The accounts need to be sorted out and the budget set for the CCTV and PAC system works for this year.</p> <p>The Board also needs to set up the surplus and reserve accounts to split the money.</p> <p><b>Budget</b> The Board discussed and agreed the budget for the digital CCTV system and PACs upgrade etc works as: £110,000.00 from the surplus £55,000.00 from the reserve = £165,000.00</p>	All Board agreed
<p><b>7. HR - minute taker</b></p> <p>To be advertised in the newsletter and on the estate notice boards. We have had nothing back yet from Wembley Works.</p>	
<p><b>8. Risk Management</b></p> <p><b>Financial</b> Separate banks accounts to ensure the amounts are covered.</p>	
<p><b>9. Estate security</b></p> <p>DP is going to investigate consultants that can help with CCTV specification for IP Digital systems that can have items added to relatively easily. KSHC have to ensure we have the cameras where they are currently situated and if any additional ones are identified as being needed. Also ensuring that the fob system was integrated into the planned system.</p> <p>JW asked if Karis Pink could be involved in the meetings regarding these works. All agreed. DP stated this would be very useful and important.</p> <p>JWM reminded the Board that we would require fobs that cannot be duplicated. DP stated that not needing a wired system will make the specification easier as that is the way all areas are having CCTV fitted nowadays.</p>	
<p><b>10. Additional meetings</b></p> <p>Finance and maintenance sub-committees need to be set up.</p>	