

<p style="text-align: center;"><b>Kilburn Square Housing Cooperative: Board Meeting held on 14th February 2017 at 7pm Community Hall of the Tower Block</b></p>	<p style="text-align: center;"><b>Actions</b></p>
<p><b>Present:</b> Margaret Von Stoll (MVS - Chair) Jennifer Welch (JW - Secretary) Pauline Fell (PF - Member) Patricia Hogan (PH - member) Antonio Messina (AM - Member) Zaler Montana (ZM - Member) Martin Page (MP - member) - arrived at 7.35pm Jennifer Williams (JWM - Estate Manager)</p> <p><b>Welcome and Apologies:</b> Apologies from Hasan Mahmood (HM - Treasurer)</p> <p><b>Visitors / Observers:</b> Deborah Scotland (DS - observer) - arrived at 7.45pm</p> <p><b>Minute taker:</b> Kaoru Komaki (KK)</p>	
<p style="text-align: center;"><b>1. Welcome and Declaration of Interests</b></p> <p>Margaret welcomed everyone including the new note taker Kaoru. No declarations of interest</p>	
<p style="text-align: center;"><b>2. Minutes of the last meeting</b></p> <p>(a)Accuracy. MVS noted the misspelling of "Watling" Gardens on page 2. JW noted the misspelling of "Wates" in the first line of the last paragraph on page 6 under 11 AOB. Most board members agreed that we could take out the observer's comments on page 4. AM suggested that the responses could be noted.</p> <p>(b)Matters arising. MVS confirmed that we have a logbook for fire checks (page 2). PF asked if the graffiti had been removed from the Argos wall. Graffiti has been removed from Co-ops Walls.</p> <p>(c)Minutes agreed by JW and AM.</p>	
<p style="text-align: center;"><b>3. Manager's report – including Key Performance Indicators (KPIs)</b></p> <p>Rents are collected in advance, regarding plus 100% KPI's ADS CONTRACT JWM reported that she has received quotes for CCTV which were £13k. JWM negotiated the costings with a 10% reduction for a 2 year contract for CCTV and</p>	<p>AGREED ADS Contract</p>

<p>security for the main gates, internal gates and the electronic gates. The Board agreed to enter into a 24-month contract with ADS for security gates, internal gates and CCTV for the sum of £12,462 over twenty four months with the following breakdown in prices: 4 visits per year £7128 + VAT; £6969.60 + VAT have been put into budget. New Contract agreed by the Board for the planned maintenance.</p>	<p>agreed by the Board 24 months 12,452 from 1 April 2017</p>
<p><b>Parking Charges</b> JWM stated that the board need to be careful about how they charge and to avoid overcharging. The parking charges need to be reviewed and a decision must be made on the new charge for parking and commercial units. Other overheads and maintenance charges also need to be reviewed.</p>	
<p><b>Internal Audit</b> MVS said that the Business plan needs to be completed on 31<sup>st</sup> March 2017. Charging policies need to be in place by 31<sup>st</sup> March 2017. When Hassan returns, he will work on the finance. Social funds available for trips, Halloween etc. need to be separated from MMA. JWM will prepare circulation reports by 15<sup>th</sup> February 2017.</p>	<p>Treasurer</p>
<p><b>Community Hall</b> JWM reported that the Community kitchen has been deep cleaned at a cost of £204 + VAT. The 2 barbecues have also been cleaned and the fridge has been defrosted. JWM emphasised that money needs to be made from the hall and the kitchen and that any damages will be taken out of the deposit. A deposit needs to be paid for the use of the hall and kitchen. JWM suggested that disposal milk sachets to be used in the kitchen and ZM added that this is important for hygiene purposes. JWM stated that the way forward is for the hall and kitchen must to be kept clean.</p>	<p>Board New Charging Policy required by 31.3.17</p>
<p>JWM confirmed that sockets will be put in as recommended in the health and safety report. MVS asked JWM to confirm when this has been completed</p>	
<p><b>Low Rise</b> JWM reported that the roof had been inspected and was found to be full of debris. The work on the roof was completed on Friday 10<sup>th</sup> February 2017 and is probably protected. The drainage holes on the roof were too small and inadequate. JWM said she will inspect the roof again to ensure that the roof is fully protected from leaking. JWM explained that the contractors took photos of the roof and not the drainage and had signed it off previously. They broke off all the hatches so the hatches need to be replaced. MVS thanked JWM on behalf of the board for saving everybody a lot of money for doing other people's work. MVS added that the electrical costs of contractor to be reimbursed. The roof and drains have been checked and are working and a report has been sent to Mark Drury. PF's windows have not been fixed and work will start in April 2017. There have been issues with the lifts in the Tower Block.</p>	<p>JWM  JWM  JWM</p>
<p><b>4. Draft internal report</b></p> <p>MVS confirmed that this report has been completed, as mentioned charging</p>	<p>Board</p>

policies, Business Plan to be completed by 31 March.	
<p><b>5. Governance</b></p> <p>MMA</p> <p>MVS reported that Christine will amend the schedules of the MMA regulations. MVS will do this after she comes out of hospital. MVS concluded that this is still ongoing work.</p> <p>JWM highlighted that it is not the board's responsibility to amend the schedules of the MMA.</p> <p>The board agreed to a 5% reduction in the new budget 2017/18</p> <p>JWM stressed that the board need to improve on governance. Resources need to be factored in and that an accounts sheet and a balance sheet must be recorded to include surpluses.</p>	Board / BHP
<p><b>6. Human Resources</b></p> <p><b>Pension</b></p> <p>JWM confirmed that the pensions are now all in place and the first deductions will be made this month, February.</p>	
<p><b>7. Finance</b></p> <p>(a) Monthly account report: Board members received this in the meeting. Monthly accounts are healthy. There will be seasonal variables which need to be considered.</p> <p>(b) 5-year Business Plan draft JW, PF and MVS attended and have started a draft on Saturday 11<sup>th</sup> February 2017 with a view to remove unnecessary items and include cases of TMO success.</p> <p>JWM stressed the need to bring in more money and suggested the option of generating more money from Watling Gardens, Brent council and managing street properties in the area.</p> <p>(c) Treasurer position no longer on offer as Hassan is due to return on 21<sup>st</sup> February 2017.</p>	Business Plan to be completed by 31.3.17.

<p><b>8. Estate points for discussion</b></p> <p>a) Contracts coming to an end – most have been covered in JWM's Manager's report</p> <p>b) Health and Safety</p> <p>Long term tenants have left flats in an appalling state with the need for new kitchens and bathrooms. This can incur heavy costs to the taxpayer. If there are sub-tenants then they are the landlord's responsibility.</p> <p>PF said that there had been no ASBO cases have been opened recently.</p> <p>c) Accidents and near misses</p> <p>d) Quotes and subscription renewals</p> <p>e) Security gates – internal gates are going back.</p> <p>f) Signage – plans for new signage to be put in business plan</p> <p>g) Grounds maintenance – work has been carried out on hedges and bushes.</p> <p>h) Parking, car parks -</p> <p>Car parking and the bridge need to be worked on. JWM added that she needs to get 3 quotes from 3 different contractors to proceed properly. MVS remarked that finding the right contractor is quite a long process.</p> <p>Parking Policy and Charges- WINGS</p> <p>Decision on parking policy to be made.</p> <p>JWM showed a sample of the proposed parking permit and voucher from Wings which were passed among the board.</p> <p>Wings will issue parking vouchers. Resident leaseholder or tenant will have access to one permits per flat at £30 per year which will be valid until 31<sup>st</sup> March 2018. (Permit not issued to garage renters or tenants of leaseholders)</p> <p>Visitors' permits will cost £20 for a book of 12 to residents</p> <p>JW suggested that the grace period should be increased from 10 minutes and the board agreed to extend the time to 30 minutes.</p> <p>The board agreed to clarify the terms for commercial vehicles. MP suggested the weight limit should be 1.5 tonnes. The board agreed to this tonnage and estimated that this is the weight of a transit van. The vehicle must fit in the bay. The board agreed to use the term 'large vehicles' instead of 'commercial vehicles'.</p> <p>The motorcycle bay is behind the football pitch. ZM said that all the motorcycle owner are residents. All motorcycles will be need to be registered to park on the estate and they will not be charged.</p> <p>Board Agreed parking charges for different types visitors of visitors:</p> <p>Morland Staff- £110</p> <p>Morland residents - £80</p> <p>Social Services staff - £180</p> <p>Clinic staff £180 (annual charges)</p> <p>Nursery staff £110</p> <p>MVS clarified Visitors Parking no overnight parking is permitted. Visits due to emergencies are allowed but these will not be overnight and will stop after a</p>	<p>AGREED</p> <p>Parking New Charges and Policy agreed by Board for Wing provider</p>
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<p>certain hour. This was agreed by the board.</p> <p>i) Equipment purchasing - can spend up to £3k. If JWM will spend anything, she'll feed back in the Manager's report for the Board meeting. Within delegated authority and within budget.</p> <p>j) New build – Rathbone garage plot – MVS has not received any more news on this</p> <p>k) Wates - contractor electricity charge – MVS stated that Mark Drury has said that anything over the charge that Wates are charging will be taken off the bill</p>	
<p><b>9. Chair's Report</b></p> <p>The Chair's responsibilities will be temporarily taken over by JW and PF while MVS is in hospital.</p>	
<p><b>10. Sub-committee reports</b></p> <p>b) Estate / Maintenance</p> <p>Parking policy agreed by board except for JW who stated that she believes Wing are incompetent based on how they man the car parking currently. JW asked if it could be made clear to Wing that they are to police the Social Service side of the car park as vehicles often block garage use and park outside of bays. ZM agreed.</p>	
<p><b>11. General meeting</b></p> <p>JW reminded that the General Meeting is to take place on the 16<sup>th</sup> March 2017 at 7.30pm.</p>	
<p><b>12. AOB</b></p> <p>AM mentioned that Brent council are offering different training courses online and he will email the details. PF would like to start training courses for residents on site.</p> <p>JW asks for skills audit from ZM and PH and will send out the forms again.</p> <p>A Board member brought up the subject of sandwiches being supplied for Board meetings. JWM pointed out that these cannot be provided until the accounts are separated.</p> <p>No other business.</p>	<p>AM</p> <p>ZM and PH</p> <p>PF</p>

Meeting adjourned at 8.35pm

Minutes agreed by:

Agreed T Welch (1)

Agreed [Signature] (2)

Chair's Signature Margaret Van Stoh

Date 14 March 2017