

<p style="text-align: center;"><b>Kilburn Square Housing Cooperative: Board Meeting held on 14th March 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) Antonio Messina (AM - Member) Zaler Montana (ZM - Member)</p> <p><b>Welcome and Apologies:</b> Apologies from Martin Page (MP - Member).</p> <p><b>Visitors:</b> None</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.</p> <p>No Declarations of Interest.</p>	
<p style="text-align: center;"><b>2. Minutes of the last meeting</b></p> <p>(a) Accuracy. PF noted that it should read 'PH's windows have not been replaced' on page 2 instead of 'PF'. AM noted the correction of the numbering of the heading for the Manager's report on page 1 – it should be number 3 and not number 1.</p> <p>(b) Matters arising. PF said that there is still graffiti on the Argos wall on page 1. AM asked about the internal audit and separating of accounts. AM has volunteered to be the new Treasurer. Low Rise is still a work in progress. PF asked about the issues with the lifts and AM confirmed that the issues have now been resolved.</p> <p>(c) Minutes agreed by PF and JW.</p>	<p>JWM to send a letter to the manager at Argos. New treasurer AM.</p>

<p><b>3. Manager's report – including Key Performance Indicators (KPIs)</b></p> <p>As JWM is on leave, MVS read the Manager's report.</p> <p>Rents in advance were collected and KSHC rent collection on target.</p> <p>March period target – 2.3% Kilburn Square – 0.7% Overall arrears collection - 102.5%</p> <p><u>CCTV</u> The contract for CCTV, internal gates and car parking gates for the low rise starts on 1<sup>st</sup> April.</p> <p><u>Policies</u> Following the internal audit report there are still several policies that need to be completed. JWM will progress these throughout the year. The draft with target dates and responsibilities has been submitted back to Brent.</p> <p><u>Budgets</u> JWM has compiled the budget for 2017-18. Staff salaries have increased by 1%. The overall budget has decreased by 5% until consultation has taken place. MVS reported that this consultation will be submitted by Brent Council auditors. MVS stated that the Board should look at the Summary and the draft budget as the MMA budget needs to be separated.</p> <p>On the summary sheet brought forward figure shows the balance of our bank accounts and this will be amended each month so the Board can see the cash flow. By using the cash flow forecast the Board will be able to analyse how the money is being spent and also ensure that they carry out works so that the money does not all end up back to the HMRC. On the summary sheet anything in red is profit and anything in black is debit.</p> <p>The Treasurer will need to separate the budget for the social fund and the credit card.</p> <p>VAT – the monthly management fee is £6500 and £19,500 per quarter. It does not make economic sense to give back so much cash to HMRC when it can be better used in other areas. BHP intends to cut funding to KSHC so we will need to be more business-minded and think of ways of making money.</p> <p>Bank accounts – We do not need so many bank accounts and just need 2 accounts for 1) MMA allowance; 2) Social fund</p> <p><u>Cleaning</u> COSHH training has taking place on 27<sup>th</sup> February 2017 for the cleaners, Karis Pink and Rudi Kelly. Risk Assessment training to be provided for Linda Ponder, Yasmita Kotecha, Jenny Williams &amp; Karis Pink.</p>	<p>JWM</p> <p>AM</p> <p>JWM</p>
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<p><u>Training</u> Croner to provide JWM IOSH working safely one day course which will provide an introduction to health and safety. This is an accredited course and delegates will receive the IOSH working safely certificate as proof of qualification once completed successfully.</p> <p><u>Health and Safety Audit</u> JWM has started to compile an action plan with all supporting documents which are to be reviewed in 6 months by Croner.</p> <p>Risk Assessments will take place once all the staff have been trained on how to complete these.</p> <p>BHP will provide all the necessary documentation to complete the audit.</p> <p><u>Car Parking</u> Wing will be issuing parking permits from 1<sup>st</sup> April 2017 and car details of residents need to be given to and registered with Wing who will add these details onto their database. Quite a lot of residents still have not returned their forms to Wing so may face parking fines from 1<sup>st</sup> April.</p> <p><u>Major works</u> Scaffolding has started to come down at Barratt House as the works have been completed. However, the windows are in a disgusting state. JWM has emailed Wates who have assured her the windows will be cleaned. JWM will monitor the situation.</p> <p><u>MMA</u> There are currently 92 leaseholders and 154 tenants on the estate.</p>	
<p><b>4. Governance – MMA negotiations update</b></p> <p>MVS has sent an email with all the information.</p> <p>A meeting had been arranged with BHP and MVS had wanted the Adviser to be present but was told that BHP did not want the adviser to attend because they do not have a contract with her, but the Co-op does. MVS was disappointed to hear this, as it would have helped save time and money and sped up the negotiations on the MMA.</p> <p>The Co-op has always welcomed BHP liaison officers to come to our Board meetings in their performance management role and will continue to do so.</p> <p>With regard to the new MMA, the Co-op welcomes the opportunity to hold fruitful and meaningful negotiation meetings with a view to reaching an agreement which represents the interests of both parties, the Co-op and the Council, and with the Co-op's advisor present at these meetings.</p>	<p>Agreed by Board</p>

<p><b>5. Human Resources</b></p> <p>MVS confirmed that there are no matters.</p>	
<p><b>6. Finance</b></p> <p>a) Budget 2017/2018 for decision MVS urged the Board to look at the income statement and reminded everyone that there is a 5% reduction in the budget. The Board agreed on £500 for board member costs which include flowers, refreshments and stationery, £5900 for board member related costs such as travel expenses and £3000 for social events.</p> <p>b) Monthly account report JW stated that Board meetings should not come under the Social Fund. ZM said that sandwiches should come out from the Members' costs. MVS clarified that general meetings come under Governance. The budget has been noted by the Board.</p> <p>c) 5-year Business Plan AM proposed to hold a meeting as the completion date for the business plan is 31<sup>st</sup> March. AM will email MVS and JW a date for this meeting. Proposed date Saturday the 25<sup>th</sup> March.</p>	<p>Budget 2017/18 agreed by Board</p> <p>AM/JW/MVS</p>
<p><b>7. Policies – community room and kitchen policy and charges</b></p> <p>MVS stated that the same conditions and the same charges apply. We need to advertise our community room to businesses, and to look at the best way of doing this. Advertising was suggested on our web page. WiFi is not working and needs to be fixed. Look at purchasing a projector and the sort of resources required by business.</p>	<p>Board</p>
<p><b>8. Estate points for discussion</b></p> <p>a) Contracts coming to an end b) Health and Safety c) Accidents and near misses d) Quotes and subscription renewals e) Security gates – internal /external – discussed in the Manager's report f) Signage – brought into the Business Plan g) Grounds maintenance – there will be a big bill for the work carried out h) Parking, car parks – permit update - JW queried how the residents will get their permits – they would need to apply to Wing. The parking permit office will produce how the residents will get their permits before the end of March. ZM queried if it would be possible for residents with 2 cars to have 2 parking permits. The Board will look into how this might work as permits are not</p>	<p>JWM</p>

<p>offered to sub-tenants. The Board will review this at the beginning of May.</p> <p>i) Equipment purchasing</p> <p>j) New build – Rathbone garage plot – MVS said that they are looking to move the sub-station</p> <p>k) Wates – issues</p> <p>AM suggested adding an ASB / Estate security heading to the Estates points for discussion section as the subject is becoming more serious.</p>	
<p><b>9. Chair's Report</b></p> <p>MVS sent a report to the police complaining about ASB, specifically about people partying into the early hours in Rathbone House communal areas, drinking and going out onto the scaffolding. The police followed up with a phone call a few days later and MVS has been notified of ASB updates by the police.</p>	
<p><b>10. Sub-committee reports</b></p> <p>a) Finance</p> <p>b) Estate / Maintenance</p> <p>c) HR / employment</p> <p>d) Social</p>	
<p><b>11. General meeting – 16<sup>th</sup> March 2017</b></p> <p>JW reminded the Board that the General Meeting is going to be held in Thursday and we would like full attendance as there are important items to discuss.</p>	
<p><b>12. AOB</b></p> <p>ZM stressed that the ASB situation is getting worse and becoming worrying. He questioned the effectiveness of the CCTV system. MSV responded that this situation will be updated and it would be good to get the answers to the questions that JW emailed.</p> <p>ZM added that he has had email communication with a community police officer named Christopher who would be interested in attending a general meeting to find out more and to help resolve the situation.</p> <p>JW stated that the warm weather is coming and she fears that the estate will be an even bigger target for loiterers and an incident will have to occur before a solution is looked at.</p>	<p>MVS</p> <p>ZM</p>

No other business.	
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Meeting adjourned at 9.00pm

Minutes agreed by:

Agreed L. Welch (1)

Agreed P. Fell (2)

Chair's Signature Margaret J. Smith

Date 11/4/2017 -