

<p>Kilburn Square Housing Co-operative: Reconvened Board Meeting held on 22nd August 2017 at 19:00 Community Hall of the Tower Block</p>	<p>Actions</p>
<p><u>Present:</u></p> <p>M Von Stoll (MVS – Chair) J Welch (JW – Secretary) A Messina (AM – Treasurer) P Fell (PF – Member) P Hogan (PH – Member) Z Montana (ZM – Member) M Page (MP – Member) H Mahmood (HM – Co-opted Member) J Williams (JWM – Estate Manager)</p> <p><u>Minute taker:</u></p> <p>A Messina (AM – Treasurer)</p>	
<p>1. Welcome and apologies</p> <p>MVS welcomed everyone and thanked everyone for attending.</p> <p>No apologies received.</p> <p>No Conflict of Interest declarations were made.</p>	
<p>2. Minutes of the last Board Meeting (11th July 2017)</p> <p>a) Accuracy</p> <p>None</p> <p>b) Matters arising</p> <p>None</p> <p>Minutes have then been agreed and signed-off.</p>	
<p>3. Co-option of Board Member</p> <p>Hasan Mahmood has filed an application to join the Board as co-opted Member and all the Board Members approved.</p>	
<p>4. Manager's report</p>	

JWM provided the Board with an update on day to day housing management issues.

As expected, the KPIs have all improved after the summer holidays when some members of the staff were on annual leave and now that the new v.6 system has been sorted out.

KSHC is performing very well with regard to rent collection: 99.5%, which is on target and higher than both BHP's and Watling Gardens' performances.

There are only two voids, one in the Tower Block and another one at Rathbone House. These are currently being checked against the risk of asbestos.

We are performing well on most KPIs apart from voids, mainly because of the terrible state of the flats once they've been in occupation for long term and need a deep clean, which delays the process of making them habitable for new tenants.

Brent Council has bought back two flats which have not been included in the new v.6 system. This is currently being dealt with and JWM is waiting for Katherine Bond to return from her annual leave on 2nd September 2017.

The August newsletter was circulated to all residents and includes important news about bulky items, whose disposal is not going to be free from 1st September as Brent Council will charge £35 per item.

The abandoned vehicle was finally removed from the car park.

The Sandby House lift replacement was completed, although there are still minor issues with the CCTV cameras.

Daniel from Wates confirmed that the contractors who undertook some major works on the low rise buildings need to go back and use cherry-pickers rather than new scaffolding to complete the outstanding tasks (snagging, landscaping, windows changes, etc).

As per the auditors' recent report, the issues related to internet banking and credit cards have now been resolved. In particular the Board has agreed that a credit card will be on the Chair's name: MVS.

Also, a new Code of Confidentiality form was prepared and approved by the Board. Signed copies will kept in the office and shown as and when required.

Most trees have been lopped / pruned, including the two trees situated in a public right of way outside the fences on the Co-op estate, which should be responsibility of Brent Council, not KSHC. The Board had originally decided to not undertake works on those trees but, given the complaints from the market traders and Health & Safety reasons, the decision was re-assessed. Further £4,379 have been budgeted and approved by the Board to complete the works for other 6 trees. These works should be undertaken every 2 years to contain maintenance costs and ensure that risks associated to trees are regularly assessed and managed.

A new conflict of interest policy was drafted by the Estate Manager prior to the Board Meeting and was approved on 22/08/2017 by the Board. Board Members have received and signed-off the new policy.

On 8th September at 19:30 a BHP consultation will take place in Kilburn Square to discuss the

<p>new development on Brondesbury Road.</p> <p>Another important issue is that some metal gates are quite heavy and could cause damage. ADS keeps repairing them and it would be wise to replace them with lighter and less dangerous ones.</p> <p>The leaseholder's service charges have been wrongly apportioned over the last few years because cleaning, drainage and other costs have not been recharged correctly to the business users. Apparently BHP proposed via email to credit back the leaseholders soon.</p>	
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<p>5. Governance</p> <p>The Board has signed off all the policies required to date.</p> <p>The Business Plan is now ready and will be signed-off by the Board prior to the Annual General Meeting on 14th September.</p> <p>The only outstanding document being drafted at the moment is the Annual Report and training is being arranged for all Board Members.</p>	Board
<p>6. MMA</p> <p>No feedback has been received after the revisited MMA including all the track changes was sent by the Chair in June to BHP. MVS will chase again later in August.</p>	MVS
<p>7. Human Resources (HR)</p> <p>Note taker position. This position is currently vacant and needs to be advertised. The Chair is currently dealing with the matter.</p>	MVS
<p>8. Finance</p> <p>The Treasurer and the Chair met the external auditor on 20th July 2017.</p> <p>AM went through the budget vs actual figures with the Board Members and reported the cash balance on 31st July 2017 is £547,335.</p> <p>Accounts look healthy and the Board wants to invest in improvement works for the estate, as detailed in the Business Plan drafted before the meeting.</p>	
<p>9. Chair's report</p> <p>MVS said that she has attended many meetings with BHP members and other associations. Her main focus is to organise the training courses in-house and prepare the annual report for the AGM.</p>	

<p>10. AGM preparation</p> <p>By the 24th August the AGM nominations for new Board Members will be finalised.</p> <p>The Annual Report shown at the AGM will include all the statistics of KSHC (arrears, maintenance, repairs, KPIs, etc.) and a finance report commented by Martin, the external auditor who currently assists the Co-op.</p> <p>The Board agreed to reduce the current £150.00 budget for the raffle prizes (3x £50 per each General Meeting) to 1x £10.00, or a present of equivalent value such as a chocolate box.</p>	
<p>11. Five-year continuation ballot</p> <p>From 1st September 2017 for 3 weeks information regarding the Continuation Ballot will be delivered to all properties on the estate. JW prepared brief information leaflets about being a Board member which will be delivered along with nomination forms, the last page informing residents about the ballot.</p>	
<p>12. Any other business (AOB)</p> <p>A drop-by session was organised from 4pm to 7pm before the Board Meeting to discuss with the residents about any concerns regarding fire issues.</p> <p>HM stated that managing contractors and ensuring that they operate in accordance with good practice standards is key.</p>	

The Board Meeting was adjourned at 20:30.

Next meeting date: 12th September 2017

Minutes agreed by:

Agreed T. Fell (1)

Agreed J. Welch (2)

Chair's Signature Margaret Van der

Date 12 September 2017