

<p>Kilburn Square Housing Cooperative: Annual General Meeting held on 15th September 2016 at 7.30pm Community Hall of the Tower Block</p>	<p>Actions</p>
<p>Present: Margaret Von Stoll (MVS - Chair) Jennifer Welch (JW - Secretary) Pauline Fell (PF - Member) Martin Page (MP – Member)</p> <p>Daniel Binzwichi Charlotte Foucela Robert Stockwell M O’Sullivan Ian VonStoll Antonio Messina Janet DeSucusa Mary Coughlan K Scannell F Khanu Deborah Scotland Patricia Hogan T Augusta</p> <p>Apologies: Hasan Mamood (HM – Resident) Zaler Montana (ZM – Member) Ben Choudhary (BC – Member)</p>	
<p>1. Welcome from the Chair</p> <p>Margaret welcomed everyone to the meeting and thanked them for attending.</p>	
<p>2. Conflict of Interest declarations</p> <p>No declarations of Conflict of Interest.</p>	
<p>3. Minutes of last Annual General Meeting</p> <p>(a) Accuracy It was noted that there were very few minutes recorded from the previous year. The minutes were approved by Pauline Fell and Martin</p>	

<p>Page.</p> <p>(b) Matters arising.</p> <p>No matters arising.</p>	
<p>4. Presentation of Audited Accounts and Balance Sheet</p> <p>Copies of the financial accounts were given to each of the attendees at the meeting.</p> <p>The Kilburn Square auditor, Martin introduced himself and stated that he did the accounts each financial year. The Financial Conduct Authority (FCA), the council and HMRC all receive copies of the accounts. Martin explained the meanings of different economic terms on the statement.</p> <p>The statement of financial position (the balance sheet) is a statement of how economically strong Kilburn Square is as of March 2016.</p> <p>Martin gave a breakdown of the accounts including fixed assets that have been purchased during the year to end of March 2016, such as a PC and a microwave. Current net assets are £419,018, up from £417,143 in the previous financial year (2015).</p> <p>The statement of comprehensive income for the financial year contained costs such as direct costs (like repairs) and administrative expenses. The retained surplus was £72,838, up from £27,456 the previous financial year, which has resulted due to a reduction in costs such as administrative expenses and equipment hire/stationary costs.</p> <p>A question was asked about whether Martin had any recommendations on how the Co-ops income and expenditure can be spent and recorded. Martin stated that he was pleased with the accounting and there has been a lot of improvement. Margaret stated that this is due to Jennifer Williams, the Estate Manager, and the costs should continue to improve in the future.</p> <p>There was a question about where the income that Kilburn Square receives originated from. The response was that £390k comes from allowances from the council, which been unchanged for a long period of time. The remainder came from key fob income (£600 for replacements), parking permits (£5k), room hire (£1.8k), service charges to business users (almost £5k) and then miscellaneous income.</p> <p>A question was asked about what happens if there was a cost that came from the surplus and whether this cost is recharged to leaseholders, because this had not been done so far. Martin stated</p>	

<p>that he did not think it would be recharged, but he would confirm this. The Board approved the accounts.</p> <p>5. Appointment of an Auditor</p> <p>Martin was appointed as auditor, as approved by the Board.</p>	
<p>6. Annual Report on the Business of the Co-Op</p> <p>Margaret stated that having no manager for the last year had been difficult, but thanked the staff for their continued support and work for the Co-op. Margaret stated that it was important that the policies related to governance were up to date. Margaret stated that the TMO would be reviewed, as BHP currently was. This could lead to change in the TMO, as a result of the outcome of the review.</p> <p>It was pointed out that in other TMOs, the repair person works for the leaseholders, but in Kilburn Square, the repair person couldn't do repairs for leaseholders, only for tenants. This will be reviewed in the future to make the service consistent.</p> <p>Kilburn Square will also look at how payments are taken for repairs, as cash payments will no longer be taken in the office. The process will be that money for costs, such as repairs, will go through BHP and then be refunded. However a better, more detailed explanation will be provided the future about how costs will be taken.</p> <p>Jennifer Welch referred to the very short notice that people in the estate received about the scaffolding going up. As well as that, not everybody received a letter about the scaffolding, and people were not properly consulted about it. Jennifer has also asked for a schedule of work, as the office did not seem to know about work in advance. Many of the Board agreed that there had been a lack of information, especially in relation to the scaffolding, such as what the new windows being installed look like.</p> <p>Margaret apologised for the little that has been accomplished over the last year (due to not having a manager) but noted that things were improving.</p>	

<p>7. Election of new Board Members</p> <p>Nine applications were received meaning that there was still one vacancy. Members appointed to the Board were Ben Choudhary, Jennifer Welch, Hasan Mahmood, Margaret VonStoll, Pauline Fell, Patricia Hogan, Martin Page and Antonio Messina. These members were elected unopposed.</p> <p>Residents were encouraged to come forward to be on the Board if they wanted to.</p>	
<p>8. Members attendance prize draw x £50</p> <p>The winners of the prize draw were confirmed as Charlotte Foueci and Mary Coughlan.</p>	
<p>9. Dates of next meeting and AGM</p> <p>8th December 2016 was confirmed of the date of the Christmas meeting. There will also be a meeting in March and June, and the dates will be confirmed.</p>	
<p>10. Any other business (AOB)</p> <p>There is a discussion on future events that could be organised. It was suggested that there could be a Halloween event, and other events will be planned. A Macmillan coffee event will also be organised. Margaret encouraged people to come forward if they have any other ideas for events and are willing to volunteer to help with these events.</p>	

Meeting adjourned at 8.36pm

Minutes agreed by:

Agreed  (1)

Agreed  (2)

Chair's Signature 

Date 