

<p style="text-align: center;">Kilburn Square Housing Cooperative: Board Meeting held in the Community Hall 5th July 2016 at 7.00pm</p>	<p style="text-align: center;">Actions</p>
<p>Present: Margaret Von Stoll (MVS -Chair) Pauline Fell (PF - Vice Chair) Jennifer Williams (JW-M -Estate Manager) Zaler Montana (ZM - Member) Jennifer Welch (JW - Secretary) Hasan Mahmood (HM - Treasurer) Martin Page (MP- Member) Marta Riccardi (MR - Member) Patricia Hogan (PH-Member)</p> <p>1. Welcome and Apologies Apologies: Debbie Scotland (DS- Member) Ben Choudhary (BC- Member)</p> <p>Not present: Richard Deville (RD-Brent Planning) Andrea Johnson (AJ-Consultant) Tony Gwam (TG-Accountant) Lornette Pemberton (LP)</p> <p>Minute taker: Jennifer Welch (JW-Secretary)</p> <p>Meeting started at 7:05pm</p>	
<p>2. Welcome and introduction of the new Manager – Jennifer Williams MVS welcomed the newly appointed Estate Manager Jennifer Williams (JW-M). MVS thanked her and said that she has been working very hard in her first work. JW-M suggested that she is addressed as Jenny as there is already a Jennifer on the Board whose initials are also JW.</p>	
<p>3. Minutes of last meeting (7th June 2016)</p> <p>a) Accuracy:</p> <ul style="list-style-type: none"> • Change minutes header to Board Meeting instead of General Meeting • 2. Report from Andrea Johnson, change 27th May to June • 3. Minutes of last general meeting, change visitor badge to visitor permit <p>b) Matters arising: PF asked what the situation was regarding the SORN vehicle parked on</p>	

<p>our estate. JW-M suggested that the parking policy is rewritten adding and clarifying the SORN situation. HM said that we should look in the tenancy agreement. JW-M said it is not in the tenancy agreement that is a DVLA issue.</p> <p>(MR had to leave the meeting at 7.24pm)</p> <p>JW stated that she would propose the minutes but was not happy with them and the quality of the minutes generally.</p> <p>Minutes - proposer: JW and seconder: HM</p>	
<p>4. Chair's report</p> <p>a) MVS is not happy with the way that the planning information is going with regards to the Rathbone garages new build. Apparently only one complaint was received. A meeting needs to be held with the planning department. MVS stated that RD has insinuated that the co-op is illegally making money through the selling of parking permits.</p> <p>(ZM arrived at 7.26pm)</p> <p>a) MVS stated that no concrete agreements have been made yet. Just suggestions and the plans have gone ahead without coming back to the Co-op or residents. A large number of trees are on the plan which have not been discussed. There should be a planning meeting coming up.</p> <p>MVS stated that neither she as Chair, or the office were informed about the planning application. It was due to JW mentioning that she had received a planning letter, which was then confirmed by PF. The Tower Block and many other residents also appear to not have received any notification.</p> <p>b) JW-M asked who is going to be managing the new build. MVS informed her that it has been "suggested" that the Co-op would be. JW-M stated that if KSHC was going to be managing the properties the Co-op would have been informed by now. JW-M reminded the Board that the new MMA needs to be completed and the new build factored in.</p> <p>JW-M asked what type of housing it was going to be. MVS stated that it is to be part social housing and part Buy-to-Let. JW-M stated that the TMO would not be able to manage Buy-to-Let properties. MP corrected that and said some of the properties were going to be Shared Ownership not Buy-to-Let.</p> <p>c) MP stated that we wouldn't mind the new residents of the new build being part of the Co-op and therefore we would get an allowance for that. MVS pointed out that we would not be better off really with our new management budget.</p>	

<p>d) MVS, HM and JW-M had a meeting with Mark Henderson of HQN regarding the new MMA allowances, where a lot of questions were asked regarding Governance, payments, how we operate etc. They want the new MMA in place by September ready to take affect for the financial year in April 2017.</p> <p>e) There has been an issue regarding location and storage of our policies which are needed for the new MMA. The MMA is important as staff employment is dependent on the budget that we get. The auditors will be coming in about a week's time therefore our policies need to be in place.</p> <p>f) MVS attended the latest Talk Back session and is very concerned about the implications on KSHC on some subjects discussed as succession, tenants over 35, rents for households earning over £40K and the Universal Credit.</p>	
<p>5. Finance</p> <p>a) Budget update HM presented TG's report and stated that some items are not yet costed. JW-M queried where the money for the gates is coming from and was told from the Reserves. JW-M suggested that the Reserves should be shown on the budget info. MP and HM explained that the Reserves are shown in the audited budget and what was being viewed at the meeting was just the day to day budgeting. Question for TG as to highlighting the reserve figure in the budget for the gates.</p> <p>b) Pension report from Lornette Pemberton MVS stated that the pension information needs to be sorted as soon as possible. JW-M wondered if the Pension Trust was an option. MVS thought that this may be too expensive an option. LP may have to suggest a provider as she has the experience. KSHC need to know what will happen to the pension that they are in now.</p>	HM
<p>6. Governance</p> <p>a) The tidied up policies have been sent out by email JW-M to all Board members. MVS asked if they could be approved tonight in principle with some corrections to be made. At a later date the Board need to go through all the policies one by one. JW-M has put the corrected policies that were approved by KSHC in 2015 back on the intranet for storage purposes. MP pointed out that a correction was needed at the top of the Code of Conduct in addition to adding the logo. Proposal to accept the policies which are: <i>Code of Conduct, Code of Governance, Complaints Procedure, Board Member Confidentiality form, Business Continuity Arrangement, Equal Opportunities Statement, Finance Policy, Equalities Diversity and Inclusion and the Register of Board Members Interest.</i></p>	

<p>All agreed.</p> <p>b) JW-M stated that the points highlighted in the H&S audit conducted by Croner which highlighted a number of medium risks, needs to be addressed by the 17th July. There is a lot of work to do and it was suggested that AJ help in a consultancy role. JW-M to get cost of consultancy from AJ for H&S help.</p>	<p>JW-M</p>
<p>7. Key Performance Indicators (KPIs)</p> <p>The office need to get tenants to pay their rent in advance and to make regular payments. Targets are set by BHP. The formula for the spreadsheet needs to be added again as currently not working to calculate percentages. Rent collection is getting better, it is going in the right direction. JW-M suggested the KPIs could be reported in a more readable format and should be sent to all the Board members. JW-M to contact AJ for layout information.</p>	<p>JW-M</p>
<p>8. MMA</p> <p>Discussed at Chair's report section.</p>	
<p>9. Human Resources</p> <p>LP sent the Employees Handbook to the Board via email for comment. The queries from the staff surrounded the disagreement about the Rolling Sickness. JW-M suggested that the Board think about bringing in a process where new staff will automatically go onto the rolling sickness pay plan when their probationary period has finished. Proposal for staff after any probationary period to automatically go onto the rolling sickness plan.</p> <p>All agreed.</p>	
<p>10. Estate points for discussion</p> <p>a) Contracts coming to an end – BT contract approved via previous email</p> <p>b) Health and Safety – as discussed at 6b</p> <p>c) Accidents and near misses – none reported</p> <p>d) Quotes and subscription renewals</p> <p>MVS asked if the Board thought that the subscription of the London Federation of Co-ops should be renewed. Meetings tend to take place on a Saturday mornings. PF was loathe to end subscription as she stated that have and send good advice. Most of the Co-ops that attend are mutual not TMOs. Board to think about and to get back with their thoughts.</p> <p>e) Security gates</p>	<p>Board</p>

<p>MVS asked if the Board had read the paperwork regarding the quote for the car park gates. A meeting was held with ADS, JW-M, MVS and HM discuss the quote. Regarding the replacement car park gates the proposal to go with the quoted price of £47,778.00 was given after Board discussion. If agreed ADS would be notified tomorrow.</p> <p>JM-W will notify residents and estate road users.</p> <p>All agreed.</p> <p>JW-M will check with a fire officer if the proposed internal gates reinstatement fits health and safety and the escape routes. JW to send JW-M the plan of the gates to be reinstated.</p> <p>f) Signage This is to be on the agenda for the Estates / Maintenance sub-committee meeting</p> <p>h) Parking An Estate / Maintenance sub is arranged for the 19th July. Those interested in attending are PF, MVS, JW and HM.</p> <p>i) Equipment purchasing The steam cleaning machine has stopped working again. Discussion around whether the machine should be repaired or not as this is the third time it has stopped working. Suggestion that only one cleaner uses the steam cleaner. PH suggested that it might be a good idea if the cleaners are rotated around the estate.</p> <p>j) Build, Rathbone garages – as discussed in Chair's report at 4a</p>	<p>JW-M JW</p>
<p>11. Sub-committee reports</p> <p>a) Finance – no report</p> <p>b) Estate / Maintenance – no report</p> <p>c) HR / employment – no report</p> <p>d) Social PF and MVS reminded the Board that there is a coach trip on the 23rd July and that early bird prices end on the 15th</p>	
<p>12. Board training JW-M has identified that the Board and staff require quite a lot of training. MVS stated that a list of training courses had been sent out and read some of the courses off a list on the hall wall.</p>	

13. NFTMO conference reports JW suggested that the reports are left to another meeting due to time constraints. MVS said that attendees could also email their reports.	
14. Complaints for previous month N/A	
15. AOB Due to meeting overrunning no AOB taken. Meeting closed at 9:10pm	
Date of next meeting: 2 nd August 2016 at 7:00pm	

Minutes agreed by:

Agreed P. Fell (1)Agreed ~~Mark~~ ~~Smith~~ (2)Chair's Signature Margus Van derDate 2nd August 2016