

<p style="text-align: center;"><b>Kilburn Square Housing Cooperative: Annual General Meeting held on 13th September 2018 at 7.30pm</b></p>	<p style="text-align: center;"><b>Actions</b></p>
<p><b>Present:</b>  Margaret Von Stoll (MVS - Chair)  Jennifer Welch (JW - Secretary)  Denise Prieto (DP - Board Member)  Rehana Khawaja (RK - Board Member)  Charlotte Fonceca (CF - Board Member)  Patricia Hogan (PH - Board Member)  Mary Coughlan (MC)  Catherine Mack (CM)  Ian Von Stoll (IVS)  Zaler Montana (ZM)  M Lynch (ML)  Manoj Develamurige (MD)  Hasan Mahmood (HM)  Daniel Bugnacki (DB)  Bob Stockwell (BS)  Anne Weekes (AW)  Catherine Mack (CM)  K Scannell (KS)  Janet Decruz (JD)  Clenio Ravas (CR)  Lyla Hashemi (LH)  Sam Sumana (SS)  Deborah Scotland (DS)</p> <p><b>Not present:</b>  Jennifer Williams (JWM – Estate Manager)</p> <p><b>Minute taker:</b>  Lauren Pemberton-Nelson (LPN)</p> <p><b>Visitor/s:</b>  Martin Bradley – GCN Auditors (MB)</p>	
<p><b>1. Welcome from the chair</b></p> <p>MVS welcomed everyone to the meeting and thanked them for attending and apologised for the fact that there has been an issue with the printing for the audited accounts, but notified the attendees that there is an alternative way for them to view the accounts.</p>	
<p><b>2. Apologies</b></p>	

Antonio Messina (AM) James Lewis-Murphy (JLM)	
<p><b>3. Conflict of Interest declarations</b></p> <p>No matters of conflict declared.</p>	
<p><b>4. Minutes from the last General Meeting (21st September 2017)</b></p> <p>a) Matters arising JW noted that the minute taker last year was AM.</p> <p>b) Agreement and signing the minutes - PH and JW signed the minutes</p>	
<p><b>5. Presentation of the audited accounts and balance sheet</b></p> <p>MB declared that the full accounts have gone through the Board and have been approved by the Board.</p> <p>Incoming expenditure account - £418,634 which has been increased since last year. The allowances are the same as last year and previous years.</p> <p>Parking permits have gone down from £6k to £2k, which is due to the overground car park space being removed from Social Services.</p> <p>Operating costs, such as repairs, have gone up from £207k to £213k. Day to day repairs have stayed the same.</p> <p>Estate maintenance has gone up. CCTV repairs were £4k, gate repairs were £12k.</p> <p>Administrative expenses - £66k are salaries, including pensions. Light and heat are the same at about £2k; stationary, telephone, ink cartridges etc are still the same.</p> <p>Consultancy costs have dropped, which has brought the costs of administrative costs down.</p> <p>There is a surplus of 102,912, which MB said is very good, and an increase from the previous year.</p> <p>MB said that fixed assets have dropped, as there has been no new equipment bought.</p> <p>Balance sheet total is £632,445.</p> <p>MVS said that even though money is charged for parking, the Co-op does not make much profit from it. MVS said that they do not want to greatly increase the parking costs for residents, but the parking situation may change in the future.</p> <p>MB explained the difference between a surplus fund and a reserve fund to residents.</p>	



<p><b>6. Appointment of auditor</b></p> <p>MVS recommended that the Co-op reappoints MB as the auditor. The attendees agreed to the reappointment of MB.</p>	
<p><b>7. Chair's report</b></p> <p>MVS reminded the attendees that currently a minimum of seven Board members are required for the Co-op to function.</p> <p>MVS said that Major Works have been done in the low rise to an extremely poor standard and the works to date still haven't been completed.</p> <p>MVS also said that there is a problem with security, and announced that the Board is in the process of trying to appoint a consultant, so that there will be a more up to date security system, with fobs that can't be cloned, and hopefully updated CCTV cameras.</p> <p>There is a question about whether the internal gates will be replaced, and whether the fobs will only allow access to one building. MVS said that if there was an issue where someone needed access to more than one fob, for reasons such as a lift not working, then the fobs can be reprogrammed to deal with this. A question is also raised about whether one should have to pay for lifts if they aren't communal and you can't have access to them all. MVS said that part of the reason for this is due to youths on the estate, some of whom are coming to see residents, who are causing trouble. MVS encouraged residents to call the police if they do see these youths. JW reminded residents to call 101 unless they think danger was imminent then 999 should be used.</p> <p>Someone raised an issue about some of the gates, and JW and MVS explained that some of them were taken down as they posed a health and safety hazard, however too many were removed rather than the selected ones, but through the new security systems, maybe they can re-evaluate whether some of these gates can be reinstalled if they don't pose a health and safety hazard.</p> <p>MVS said that there has been a struggle with the Board numbers, and would have liked to have done some more social events, but there hasn't been enough volunteers, and encouraged the attendees to let the Board know if they would be interested and able to do social event work.</p>	
<p><b>8. Annual report</b></p> <p>MVS notified the attendees that the Annual Report was put together by JW with information from JWM and thanked JW for her work on the Annual Report and all the printing that she carried out days before the meeting due to Co-op office equipment issues. MVS asked if anyone had any questions about the Annual Report.</p> <p>Some residents stated that they did not receive the Annual Report, and MVS asked</p>	

<p>for any residents who did not receive it to notify JW or MVS. JW asked if anyone wanted it electronically to leave their email address with her.</p>	
<p><b>9. Leaseholder service charge query - business apportionment</b></p> <p>There have been a lot of problematic queries on leaseholder service charges - MVS has requested a meeting with the leaseholders on the estate and Brent, which MVS is hoping will happen soon.</p> <p>MVS wants a meeting for the leaseholders to get an explanation on the service charges, such as the lifts that have been relatively newly installed, and whether they are really needed. MVS also wanted to find out when they are doing work on the Tower Block, due to issues such as fire safety.</p> <p>MVS said that she will notify the leaseholders when there is a meeting. MVS asked if there are any questions that anyone has, and the question about the charges for the lift was raised. MVS said that it is a matter for Brent Council - the same way that the leaseholders' houses are charged as a standard unit, rather by the size or the amount of bedrooms, and properties here are charged the same. MVS said that it is not just for this estate, but for other estates too.</p>	
<p><b>10. Management and Maintenance Agreement (MMA)</b></p> <p>There are still negotiations regarding the MMA, as the Co-op is being pressured to sign a new agreement. There are some queries including those surrounding internal transfer and the Board are trying to fight for the tenants, so that tenants can stay if they wish to do so.</p>	<p>Board and Brent Council</p>
<p><b>11. Election of new Board members</b></p> <p>Jennifer Welch, Margaret Von-Stoll, Rehana Khawaja, James Lewis-Murphy, Denise Prieto, Charlotte Fonceca and Patricia Hogan (7 new members) handed in completed nomination forms to stand as Board Members.</p> <p>The attendees agreed to the election of all the new Board Members.</p>	
<p><b>12. Co-op members raffle (x1 prize)</b></p> <p>IVS won the raffle with ticket 170, which is a £10 M&amp;S gift voucher.</p>	
<p><b>13. Any other business</b></p> <p>PH raised the point that the heating should be fixed or looked at in the Community Hall / meeting room, as it gets quite cold in the winter months especially when attending the Board meetings.</p> <p>There was a question about whether redecoration is going to be included in the works in the Tower Block, such as paint works.</p>	



There was a question about the disposing of recycling material by CR who pointed out that there is a lot of recyclable material put in the general bins and a lot of plastic bags and other non-recyclable items put in the recycling bins. MVS said that they can put an article in the newsletter to encourage people to recycle correctly. JW suggested a separate sheet explaining again on what can and can't be recycled. MVS also raised the point that there is a lot of dumping on the estate, but the culprits are unknown and encouraged residents to keep their eyes peeled, and to notify the office if they know or find out who it is, because it is getting to be a problem.

MVS also said that there seems to be people just coming in and out, as if it is a public estate.

CM also brought up the point of people leaving their bicycles on the estate outside her porch door and raised concerns that this could be a health and safety hazard, especially for the elderly.

MVS said that the two major focuses for this year is signage and of course improving the security system.

There is a question about whether there will be a Halloween party, but MVS said that there aren't enough people to help - committee members and volunteers are needed.

HM questioned whether Co-op members are being looked after, and that there needs to be more understanding about what the Co-op is, and why it is important. MVS said that it is hard to encourage people to become more involved, and asked for more suggestions. JW pointed out that she had previously made a sheet explaining why the Co-op was important and why new Board members were needed prior to the Continuation Ballot. A resident made the suggestion of there being more social functions. MVS pointed out that residents' had been contacted asking them if they want to help with a social committee, and to date no residents had given their names in.

A resident says that there is a lack of change about some of the issues complained about at the meetings, such as the anti-social behavior. MVS explained that the new security system will help, and encouraged residents to continue to report the issue to the police. It's not something that the staff can deal with themselves.

HM offered his services to help with the security issues on the estate.

DS raised a question about whether there is something that everyone could use on the estate, such as an outdoor gym. MVS said that it would have to be gated off to stop people coming onto the estate and coming at night, and would have to be locked and unlocked and is not part of the Business Plan, but has been noted.

DS raised the issue about the smell and location of the bins in the Rathbone House / Victoria Road car park, and MVS encouraged residents to report it to the office, but said that the issue is hard to resolve because the location of the bins will always be problematic (either too close / too far). JW suggested an alternative location be looked at.

<p>HM raised the point that there are ways to get grants from the government and local government and asked whether the Co-op has considered looking at trying to apply for such local grants, for things such as the outdoor gym.</p>	
<p>MVS thanked everyone for coming to the meeting and invited everyone to partake in some refreshments.</p>	

Meeting adjourned at 8.51pm

Minutes agreed by:

Agreed Morgan Jan 8th (1)

Agreed A. Welch (2)

Chair's Signature \_\_\_\_\_

Date 26/09/2019