

BRENTFORD DOCK LIMITED

**Minutes of the 548th Board Meeting held in the Directors' Meeting Room
on Thursday 10th April 2014 at 7:00 pm**

Summary

PRESENT: Ann Howe (AH), Veronica Wray (VW), Mike Edwards (ME), Paul Booth (PB), Chris Birch (CB), Sheenagh Thomas (ST), Helen Randall (HR)

IN ATTENDANCE FROM MR&Co: John Antrobus (JA), Adam Goldwater (AG), Carol Cherriman (CC), Alichsia Campbell (AC)

IN ATTENDANCE: Nicky Plant (NP) – minutes Secretary

Apologies for Absence

Leslie Ferber (LF) – proxy vested in VW
Pat Monro (PM) – proxy vested in CB
Charles Kraus (CK) – proxy vested in CB
Katherine Baxter (KB) – no proxy vested
Roger Smith (RS) from MR&Co

Minutes of Previous Meetings

547th (March) meeting minutes were approved with one amendment.

Proposal: That the minutes, once amended as agreed, are accepted as a true record of the meeting. Proposed ME, seconded PB. Votes in favour: unanimous

Michael Richards & Co Reports

Service Provider KPIs

Facilicom KPIs (Cleaning)

AH asked if the information on maintenance issues on blocks could be reported more explicitly in order to be better understood by Board directors. AC agreed to discuss with Facilicom how best this could be achieved.

CC also suggested that when the new cleaning contract is agreed, they too could produce more meaningful reports, in an easier to understand format.

PROPOSAL: to pass Facilicom's KPIs as Green

Votes in favour, unanimous.

Trigion KPIs (Security)

HR asked how many current permanent staff are employed. AC confirmed that there are 2 but she will follow-up with Trigion regarding recruiting the third permanent member of the team and update Board.

ST asked when the CCTV contract is due for renewal. CC confirmed that a proposal is due to be produced in April.

PROPOSAL: to pass Trigion's KPIs as Green

Votes in favour, unanimous.

Ginkgo KPIs (Gardening)

HR asked when a report will be forthcoming regarding the Health & Safety issue of a gardener riding on the mower trailer. AC has chased for a report and they are intending to provide one shortly. HR said it was disappointing that it was taking so long since the incidents happened 2 months ago.

CB said the gardens were looking particularly good at the moment - there was general agreement with this.

PROPOSAL: to pass Ginkgo's KPIs as Green

Votes in favour: unanimous.

ITT for Cleaning Contract

A hard copy of the proposal resulting from the tender analysis of the two short-listed Companies, was circulated at the meeting. HR asked what the costs were without the application of London Living Wage (LLW) or National Living Wage (NLW). CC said these figures were in the original tender analysis and she outlined them verbally from that report. However it was made clear that Board were minded to provide an increase over and above the tender minimums and Board discussed the difference in the increase in costs between the NLW and the higher costs of the LLW and although, in principle, most agreed it was important to pay the LLW wherever possible, this would very significantly affect Service Charge levels this year. Therefore, it was agreed to re-appoint Facilicom and at a new higher rate to encompass the NLW figures this year and consider budgeting for LLW in the future.

PROPOSAL: To appoint Facilicom at the NLW figures and review in future with a view to moving to the LLW.

Votes in favour: unanimous.

Boiler/Mechanical & Electrical Contract

ME suggested a letter of thanks/recommendation should be sent to Metro for their excellent work on the Boiler plant.

PROPOSAL: To award a 3 year Boiler M&E contract to Smith & Byford at a cost of £22,729.70 + VAT per annum.

Votes in favour: unanimous.

Maintenance

Following the previous presentations to management and Board of the two facilities management software systems and subsequent re-work to establish a true 'like-for-like' cost analysis, the two proposals were circulated at the meeting, along with MR&Co's recommendation. PB asked about off-site back-up for business continuity. JA said cloud-based offsite backups are already set-up and will continue with the new system in place.

CC said the software will allow for better, more meaningful reporting, will reduce the management time to produce reports, and will provide better management of assets and documents for the making of informed decisions. JA said training and support is included for all those that will be using the system. CC confirmed that some existing

data will be downloaded and some will be put in manually by the successful contractor and the estimated date for the system would be 8-12 weeks from order to set-up.

PROPOSAL: To place order with McLaren Software for the supply, installation and maintenance support of CAFM Explorer software in the amount of £23,640 + VAT to cover the first 12 month. Ongoing costs to maintain and support the software will be in the region of £2,990+VAT per annum to include upgrades and support for all modules. An order to be placed with Flex Computing Limited to supply an on-site server in the amount of £1,550 + VAT, plus approximately 16 hours to install (at £60 + VAT per hour).

Votes in favour unanimous.

BAA/HAL Night Noise Windows Scheme

A meeting is scheduled for Tuesday 15th April at 10am with TFT, HAL & Nationwide – Board noted that senior directors from Nationwide have been asked to attend.

HR said someone must communicate with the residents of Numa Court, best for it to be HAL/Nationwide but BDL at the very least.

JA said the surveys on Romulus have begun and he expected Nationwide to confirm whether they intend to scaffold Romulus, at the meeting on Tuesday.

Delays to the installations on Numa have been exacerbated by Nationwide taking orders after their own deadline and some residents not being available on the scheduled day for installation. Nationwide have not been efficient at communicating installation dates and changes thereto.

Arboricultural Advice

They will be on site from 17th April to start surveying the condition of the trees.

Reports from Committees.

Finance Committee

There was general agreement to the recommended approach for financial reviews. HR said the committee needed an additional Board representative. VW volunteered as did ME although he said it would only be on a part-time basis.

Maintenance Committee

Following a previous viewing of the various options, a consensus was reached in favour of Country Stone masonry paint for walls of the Blocks in the redecoration programme. It was generally agreed that the spec for painting would be extended to include Galba 1a so the whole length of the building is done at the same time. CC confirmed that monies are available within the 10 year Plan.

BDEL committee

The notes of the last meeting were circulated for information

Work on the flat conversion must be started by the end of July to accommodate the planning permission timetable. BDEL reserve funds will be used to get the work started pending finalisation of the full financing arrangements package.

Legal and Contract Committee

VW said more Board members are needed on this committee and that it may not need to meet as often as the others. CC & VW are due to meet after Easter to redo the TOR for the committee and set a date for the next full Committee meeting.

As a number of Board members were not present, VW will email the whole Board seeking volunteers to participate in the Finance and Legal & Contracts Committees.

Parking Group Update

ME circulated photographs of suggested areas for creating additional parking spaces with a view to obtaining go-ahead to get ball-park cost estimates for the creation of the spaces.

Three areas were suggested:

- 1 Extend (by three spaces) the car park behind Otho Court (adjacent Syon Park wall).
- 2 On-pavement parking for three vehicles at the vehicle entrance between Galba and Romulus.
- 3 Replace a small green space in Romulus Court front garden with two new parking spaces.

CB & AH were concerned that sufficient area is maintained for turning circles for option 1. ME confirmed that this had been taken into account as shown in the drawing.

There was general agreement that some additional spaces should be for free parking rather than revenue generation although others argued that it was important to recover costs. No definitive decision was taken at this stage.

There was general agreement to obtain ball park estimates for 1 & 2 but not for 3.

JA will put an article in the Newsletter asking for those with parking spaces they'd like to rent out to come forward and give their details to the Office.

It was felt that an updated parking policy document is required. The handbook will cover this however, in the meantime, AC will ask Trigion to do this and present it to Board via MR&Co.

VW will invite a Trigion representative to the Parking Group Meetings and also Michael Murkin.

BBQ

PB outlined his proposal as circulated. HR pointed out that the survey contained 2 questions about the BBQ, one whether it was viewed as positive and the other whether it was seen as negative. Some 70% of survey respondents felt the BBQ area provided a positive impact on their lives. PB said he would look at this question in the survey and feed this back to his residents.

It seems that the main objection to the BBQ is noise. BBQ tends to attract larger groups that stay longer than picnics. JA suggested relocating the brick built BBQ to the river bank area below the bank behind the Marina Bar/Warehouse. VW

suggested the Board participate in a walk around to evaluate what should be done and if there is a better location for the BBQ.

PB's first proposal regarding demolishing the brick BBQ was not seconded and so was not voted on. As the size of BBQ groups is already restricted, a further proposal from PB was not pursued at this point in time.

PROPOSAL: For Board to walk around and to consider if there is a better location for the BBQ.

Next meeting: Thursday 8th May 2014 at 7:00pm

The Meeting closed at 11:05pm