

BRENTFORD DOCK LIMITED
Minutes of the 551st Board Meeting held in the Board Room
on Thursday 10th July 2014 at 7:00 pm

PRESENT: Veronica Wray (VW), Mike Edwards (ME), Paul Booth (PB), Charles Kraus (CK), Pat Monro (PM)

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

IN ATTENDANCE: Nicky Plant (NP) – Minutes Secretary, Phil Stephenson (PS) Roy Swainston (RS) Director Designate

551/1 Apologies for Absence

Katherine Baxter (KB) – proxy vested in CB
Chris Birch (CB) – proxy vested in ME
Helen Randall (HR) – proxy vested in PB
Leslie Ferber (LF) – proxy vested in VW
Ann Howe (AH) – proxy vested in VW

551/2 Minutes of Previous Meetings

550th (June) meeting minutes were approved with minor amendments.

Proposal: That the minutes, once amended as agreed, are accepted as a true record of the meeting. Unanimous decision.

551/3 Agree items of AOB:

- 1 Dock Road

551/4 Michael Richards & Co Reports

1 Service Provider KPIs

a) Facilicom KPIs (Cleaning)

PROPOSAL: to pass Facilicom's KPIs as Green

Proposed – MR&Co. Unanimous decision

b) Ginkgo KPIs (Gardening)

PROPOSAL: to pass Ginkgo's KPIs as Green

Proposed: MR&Co. Unanimous decision

c) Trigion KPIs (Security)

MR&Co's recommendation is that Trigion fail their KPIs for June due to the wholly inadequate response by the security guard during an attempted theft of a motorbike.

Several directors suggested withholding a smaller amount than the 10% because of the very small profit margin on Trigion's contract and because they responded to the issue very promptly and efficiently. AG suggested that any monies could be withheld and granted later after a specified period within which their KPIs are consistently passed.

However, directors felt that the Trigion staff were very professional and hard-working and that it would not be appropriate to punish the whole because of a mistake by one security officer who has since been dismissed from the company.

It was suggested that they should be passed as amber but Trigion would be made aware that the Board had considered failing their KPIs and the reasons for the Board deciding otherwise.

PROPOSAL: to pass Trigion's KPIs as amber but to make sure they understood a failure was originally recommended. Amber is now proposed due to the professional and efficient way in which Trigion dealt with the issue and no actual damage, or loss incurred. Unanimous decision
AC/AG will inform the service providers of the results of their KPIs. AG will write to Jan Heim of Trigion to explain the decision on their KPIs.

2 Directors' Handbook Proposal

PM pointed out that she had already started drafting some of the elements to be included in the Handbook. MR&Co proposed that they get the initial draft together for input/comment by Board.

PROPOSAL: to commission MR&Co to produce the Directors' Handbook (sections as listed in their proposal) working in conjunction with the Board for £2,500 + VAT. To be completed by the end of September.
Unanimous decision.

3 Dock Road Bridges – Scheduled Maintenance

PROPOSAL: That Stage 1 "Notice of Intention" to carry out works is issued as soon as possible to shareholders, with tendering and supervision of works to be carried out by Hyder Consulting, subject to their fee proposal being acceptable.
Unanimous decision.

4 Block Redecorations

PROPOSAL: to use the prices received from contractors for the painting of Galba 1a & 1b-g as a basis for pricing redecoration of Nero and Otho Courts.
Unanimous decision.

5 BBQ Area

JA confirmed that once completely refurbished, the BBQ area will be wheelchair and pushchair accessible however removing the large pebbles on the riverside pathway and replacing them with wheelchair 'friendly' substitutes is proving expensive and the maintenance team are looking at alternatives. But due to cost, this may now be postponed until 2015.

6 Heating

The summer switch off will be block-by-block, however, some problems are still being encountered. JA said a report is expected later in the year from the contractors, Smith & Byford who are in the process of evaluating the whole system and formulating suggestions for improvements.

7 BAA/HAL Night Noise Window Scheme

JA reported that installations of windows are now progressing well although there are some outstanding issues with BAA/HAL which relate to commitments they made earlier in the project, that they are now e.g. the pricing of communal window replacements, and the removal of asbestos panels. JA will provide a full report to Board regarding his recent meeting with BAA/HAL. **Action JA**

JA confirmed that following this window replacement programme, future redecorations of Blocks should be possible without scaffolding. Cherry pickers will be used where necessary.

8 Financial Report

PROPOSAL: that the authorised signatories in the current mandate, for the accounts detailed in Section 2, be changed in accordance with Section 5, and the current mandate will continue as amended. The mandate changes referred to the removal of 3 past directors.

Unanimous decision.

PS confirmed his intention to join the Finance Committee once he has been inducted.

9 Health & Safety

JA reported that Nationwide had indicated that they would employ different scaffolding contractors from those currently being used. The current contractors' health and safety record was unacceptable and although it appears that the foreman was on vacation when a potentially dangerous incident occurred and he has now returned. MR&Co will follow up with them to make sure a full response is received regarding the incident and that all corrections are implemented. The work will be stopped if necessary. RS suggested approaching the Health and Safety Executive for advice on how to proceed. PM asked if matters around the incident had been put in writing and AG confirmed that this had been done and is being updated as appropriate. All agreed that AG should write immediately to the Health and Safety Executive to voice BDL's concerns that measures have not yet been taken to resolve the issues identified and to request on how to proceed. **Action AG**

551/5 Reports, including those of Committees:

A Record Decisions made out of committee – none.

B Reports from Committees.

1 Finance Committee

The report was received and noted by Board.

2 Maintenance Committee

The report was received and noted by Board.

Fire Risk Assessment Report

PROPOSAL: that, as advised in the fire risk assessment report, the bin room doors will be locked by Security staff from 22:00hrs to 06:00hrs.

6 votes in favour, 2 against and no abstentions.

JA said the report's initial suggestion was that the doors should be locked at all times and the overnight compromise was to cover the greater potential risk of arson overnight, when it is not likely to be as quickly detected.

JA will send out new fire advice to all residents, which will include informing them that the bin room doors will be locked overnight. JW will also put something in the Newsletter. **Action JA/JW**

551/6 – To answer questions from directors of which due notice has been given: None

551/7 – Any Other Business:

1 Dock Road Update

In view of the recent occupation of the former Wilson & Kyle site (now derelict) on the west side of Dock Road by a specialist transport company for use as a parking facility, Board has agreed to communicate with Ballymore's Commercial Property agents, with a view to establishing the nature, extent, and timescale over which they intend to utilise the site and thus Dock Road. The letter will be sent by our specialist Solicitors, and once Board has received a substantive response, it will act as necessary to ensure BDL's best interests are protected. **Action ME**

Next meeting: Thursday 11th September 2014 at 7:00pm

Meeting closed at 11:00pm