

# **BRENTFORD DOCK LIMITED**

## **Minutes of the 555th Board Meeting held in the Board Room on Thursday 11<sup>th</sup> December 2014 at 7:00 pm**

**PRESENT:** Roy Swainston (RS), Chris Birch (CB), Pat Munro (PM), Ann Howe (AH), Charles Kraus (CK), Mike Edwards (ME), Phil Stephenson (PS), Veronica Wray (VW), Katherine Baxter (KB) from 8:25pm, Pat Monro (PM) from 8pm; Paul Booth (PB).

**IN ATTENDANCE:** Kath Richardson (KR) – Minutes Secretary

### **555/1 Apologies for Absence**

Leslie Ferber (LF)

Pat Monro (PM) joined at 8pm

Katherine Baxter (KB) joined at 8:25pm

### **555/2 Minutes of Previous Meetings**

554<sup>th</sup> (November) were approved with minor amendments.

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

Proposed AH; seconded PS; 9 in favour

### **555/3 Agree items of AOB:**

- 1 Filming on Dock Rd
- 2 Hyperoptic provision for Town Houses/Maisonettes

### **555/4 Matters Arising: None**

### **555/5 Michael Richards & Co Reports**

#### **1 Service Provider KPIs**

##### **a) Facilicom KPIs (Cleaning)**

Board requested a short summary of Facilicom's report and not in 'dropbox format'.

**Action: JA** to arrange for single sheet summary.

**PROPOSAL: To pass Facilicom's KPI's as Green – all in favour**

##### **b) Ginkgo KPIs (Gardening)**

The Board was pleased with the new format of their reports and the standard of their work. **Action: MR&Co** to convey this back to their team.

**PROPOSAL: To pass Ginkgo's KPIs as Green – all in favour**

##### **c) Trigion KPIs (Security)**

Further to the minor traffic accident outside the Security Office, the issue of correct procedures and whether Security should have called the police was raised. It was agreed that Mr&Co will follow-up and seek a full report from Trigion.

Removal of Tree overhanging onto Dock Road is well overdue and MR&Co were asked to pursue Colliers and action.

**PROPOSAL: To pass Trigion's KPIs as Green – 8 in favour, 1 abstention**

**PM joined at 8pm.**

#### **d) MR & Co**

**PROPOSAL: To pass MR&Co's KPIs as Green** - 9 in favour, 1 abstention

### **2. Website and Residents' Handbook**

The final draft of the Handbook is ready to review and Board was asked to forward any edits to the Chair by 9<sup>th</sup> January for final review at next Board.

### **3. Contracts**

Board have concerns that Trigion staff appear to be employed on zero hours contracts. Although they understand that is the security industry norm, there was some concern with this arrangement and as a matter of principle.

**Proposal: Board would like to meet with Trigion's management in order to discuss the principle of zero hour contracts before Board considers the matter further.**

### **4. Facilities Management Software (CAFM)**

This new software is scheduled to go live on 19<sup>th</sup> Jan 2015 with an upgraded system.

### **5. Arboricultural Advice**

Arboricultural advice has indicated that one tree on the canal towpath needs to be removed to prevent structural damage and Board will need to take further advice to decide on it's replacement asap.

### **6. Health & Safety**

Following the incident of the loose plant pot falling from a balcony Board suggested that a warning about securing plant pots on balconies and walkways should go in the Newsletter, again. MR&Co will also check these on their weekly inspections.

### **7. Bulk Waste**

MR&Co are currently in discussion with LBH to find a satisfactory way of collecting bulk waste en masse from suitable places on the Dock as the current situation is not working and is costing BDL considerable amounts for disposal. The Office will continue their negotiations with LBH and bring back to the Board early 2015.

### **8. AGM Planning**

The AGM Working Group had looked at possibly holding the AGM in the defunct Marina Club, but concerns had been raised about the state of the Marina Bar as the roof leaks, the kitchen is inadequate by H&S standards and the toilets unusable and specifically had no disabled access. It was therefore agreed that, as usual, the Residents' Clubroom would be used as the venue.

It was also suggested that the proposed MR&Co 'Surgeries' would be held after the formal AGM paperwork had been distributed (likely to be during the week beginning 2nd or 9<sup>th</sup> March). MR&Co will minute Q&As raised in these Surgeries and they will be printed for people to see at the AGM.

## **9. H&S Report – Periodic Electrical Testing**

MR&CO confirmed that electrical engineering consultants will be inspecting the whole Estate over the next few months and will put in place any necessary remedial works to ensure the safety of all areas that are shown to need electrical work. This will be done in compliance with BS7671 regulations and will entail acquiring a second opinion in the case of any work that is deemed urgent. Funding will be from Block or Estate reserves, dependent on location. Board stated that where possible existing conduits should be re-used for cabling. Although the cables are already surface mounted, it may be possible for the recessed cables to be pulled through existing cables. The contractor should be asked to minimise surface mounting conduit and consider the aesthetics of the area wherever possible.

### **555/6 Reports, including those of Committees:**

#### **A Record Decisions made out of committee**

None

#### **B Reports from Committees**

##### **1 Finance Committee**

No changes proposed to reserves policy.

Finance Committee meeting 5.30pm next Tuesday.

##### **2 Maintenance Committee**

The minutes from the Committee were circulated prior to the meeting. It was agreed to postpone the December Maintenance Committee meeting because staff and directors were too busy at this time. The next scheduled meeting will be at 9:30am on 21<sup>st</sup> January, 2015.

#### **C Office to Flat Conversion –**

Business plan has gone to the bank to obtain a loan. This will be followed up after 14 days.

### **555/7 Any Other Business**

1 Film crew will be filming over the coming weekend on Dock Rd and access may be restricted for short periods.

2 Hyperoptic

The Augustus Close Residents haven't received the f.o.c. faceplates or cabling, as had been promised by Hyperoptic. It was explained that Hyperoptic had always stated that they required a minimum up-take from Residents before they could provide the service. However, it appears that leaflets are still circulating announcing the imminent arrival of the service, but that months on they were nowhere to be seen. MR&Co has been pursuing Hyperoptic unsuccessfully over the last six months.

**Action: MR&Co will try to find out what the situation is. It could be that Hyperoptic have not the up-take, in which case Augustus Close may not be given f.o.c. faceplates, but Hyperoptic need to clarify.**

**Next meeting: Thursday 15<sup>th</sup> January 2015 at 6:30pm**

**(Earlier start to allow for BDEL Board meeting to precede the BDL Board.)**