

BRENTFORD DOCK LIMITED

**Minutes of the 552nd Board Meeting held in the Board Room
on Thursday 11th September 2014 at 7:00 pm**

Summary

PRESENT: Katherine Baxter (KB), Roy Swainston (RS), Chris Birch (CB), Leslie Ferber (LF), Paul Booth (PB), Pat Monro (PM), Ann Howe (AH), Mike Edwards (ME), Veronica Wray (VW)

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

IN ATTENDANCE: Kath Richardson (KR) – Minutes Secretary

552/1 Apologies for Absence

Phil Stephenson

552/2 Minutes of Previous Meetings

551st (July) meeting minutes were approved.
Decision unanimous.

552/3 Agree items of AOB:

- A Smoking in communal areas
- B AGM

552/4 Matters Arising: none

552/5 Michael Richards & Co Reports

1 Service Provider KPIs

a) Facilicom KPIs (Cleaning)

Directors commented that some areas of the Dock appear to be better cleaned than others and some walkways are very clogged up with plants, even trees.

AC advised that Facilicom have a new supervisor who has been very active and who has received positive feedback, but the Dock possibly needs more cleaning staff.

RS has had past experience in dealing with this type of contract and offered his services to help monitor/support the MR&Co team.

Action: RS will work with MR&Co to help to improve the cleaning systems.

AG – Issue of cluttered walkways needs to be discussed / addressed again.

Marcus Court walkway power washing is almost completed but was stopped as using the power hose has flushed out cement joints between paving slabs which was an inappropriate technique to use. RS and AC agreed to meet Facilicom to look at these and other issues and any damage done by the power washing will be charged back to them.

Action RS/AC

It was agreed that the walkway will need re-pointing anyway so JA/RP will look at combining these works with contractors doing similar work around the Estate.

PROPOSAL: JA/RP/AC to liaise with Facilicom.

KPIs passed as Green

Decision unanimous

b) Ginkgo KPIs (Gardening)

AC has had regular inspections with the Ginkgo team and all agreed that the gardens are looking very good.

PROPOSAL: to pass Ginkgo's KPIs as Green

Decision unanimous

c) Trigion KPIs (Security)

Trigion suggested that in order to protect security staff whilst in their Office, audio recording could be installed. However, MR&Co did not support this proposal as they considered it to be too intrusive.

PROPOSAL: on the basis of the available information, Board did not consider that there was sufficient justification to install audio recording either. However, they agreed that if Trigion were still keen to do so then they should come back with a more detailed proposal. Board agreed unanimously.

Action AG to feedback

PROPOSAL: to pass Trigion's KPIs as Green

Decision unanimous

Dock Road Bridges and Arches

This refers to both bridges on Dock Road and bridge arches.

Consultant Engineers surveyed these bridges in 2007 and - though their report suggested that there were no major critical works at that time - 7 years on the need for this work remains progressively consistent with the findings of the previous report. This bridge work has been budgeted for in the 10 year plan (up to £150k) but actual costs are likely to be nearer £250k.

A Section 20 Notice has been issued.

PROPOSAL: to instruct structural engineers to specify and tender bridge refurbishment works excluding a Hazardous Materials Survey which will be commissioned separately; but to defer the decision on who supervises this work until a contractor has been appointed following this tendering process.

Decision unanimous

12 Arboricultural Advice

Awaiting further information from arboricultural specialists.

15 Parking Tickets / Parking Policy

Directors would like to see a revised copy of the parking policy from Trigion before approving. Defer agreement until it has been updated. Circulate before next meeting.

ACTION AC

552/6 Reports, including those of Committees:

A Record Decisions made *Out of Committee*

1. Board decision (*relating to HR*) redacted.
2. KPI's for August all passed as Green, 10 votes in favour.
3. Electricity Contract renewed.

B Reports from Committees

1 Finance Committee

Our recently appointed Director Phil Stephenson has joined the Finance Committee. Board noted that the cost of external maintenance contractors has increased because there was such a huge backlog of work that the in-house team had been unable to complete. In addition, it was agreed to complete as much of this work over the summer months while the weather is dry.

CC advised that the paperwork has now been completed to enable the company credit card and the bank will issue it as soon as possible. The financial report was received and noted by Board.

2 Maintenance Committee

No report was received as there had not been a meeting during August. However, it was noted that the quality of the repainting work in Numa was of a very high standard and the work was being completed to a tight schedule in order to finish as much as possible before the winter months.

The next Maintenance Committee meeting is scheduled for 18th September @ 9.30am.

3 Legal & Contracts Committee

The report was distributed for both meetings: 28th July and 4th September.

552/7 Any Other Business

A Smoking in Communal Areas

Several directors had received complaints from residents regarding smokers in communal areas including walkways and staircases. Some directors considered that smoking in these areas should be forbidden, but it was agreed that this would be impossible to 'police'.

AG/VW suggested that we should rely on Residents' goodwill and as a reminder a note should go in the next Newsletter. JA also suggested asking fire risk assessors for their suggestions and directors asked MR&Co to come up with suggestions possibly based on residents having to be more proactive themselves if they are personally bothered, rather than BDL creating an unenforceable regulation.

Action AG to make proposals.

B AGM 2015

MR&Co and VW will set-up a small working group to plan for the 2015 AGM. It was suggested that the AGM should be combined with the budget meeting at the end of February /beginning March, 2015.

Action AG/VW to set-up working party.

Next meeting: Thursday 9th October 2014 at 7:00pm

Meeting closed at 10.20 pm.