

BRENTFORD DOCK LIMITED

**Minutes of the 556th Board Meeting held in the Board Room
on Thursday 15th January 2015 at 7.15pm**

PRESENT: Chris Birch (CB), Ann Howe (AH), Charles Kraus (CK), Mike Edwards (ME), Phil Stephenson (PS), Veronica Wray (VW), Pat Monro (PM); Paul Booth (PB), Leslie Ferber (LF), Roy Swainston (RS).

IN ATTENDANCE: Kath Richardson (KR) – Minutes Secretary

556/1 Apologies for Absence

Katherine Baxter (KB) proxy CK

556/2 Minutes of Previous Meetings

555th (December) were approved with minor amendments.

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

556/3 Agree items of AOB:

- 1 Directors' Term of Office
- 2 Augustus Close Bridges
- 3 Recording Board meetings
- 4 Proposal on improvements to running BDL

556/4 Matters Arising: none

556/5 Michael Richards & Co Reports

1 Service Provider KPIs

a) Facilicom KPIs (Cleaning)

Action: CC to ask Facilicom to produce a 1-page cleaning summary for Board. In addition, Board would like to pass on their thanks to the staff for their hard work. **PROPOSAL:** to pass Facilicom's KPIs as Green

b)Ginkgo KPIs (Gardening)

PROPOSAL: to pass Ginkgo's KPIs as Green

c)Trigion KPIs (Security)

PROPOSAL: to pass Trigion's KPIs as Green

5 Facilities Management Software

Further training is scheduled for late January.

556/6 Reports, including those of Committees:

A Record Decisions made out of Committee

Gas contract agreed.

B Reports from Committees

1 Finance Committee

The minutes from the Committee were circulated prior to the meeting.

2 BDEL Committee

The minutes from the Committee were circulated prior to the meeting.

Next meeting is February 2nd 9:30am

New staff restroom is almost ready for staff to use – which will then free up an additional room that can be rented in the Residents' Clubroom.

3 Legal and Contracts Committees

The minutes were circulated at the meeting.

4 Maintenance Committee

No meeting was held. The next meeting is Wednesday 21st January, 2pm.

556/7 Any Other Business

1 The following Directors term of office come to an end during 2015 (KB PM CB AH CK LS) plus there is still a vacancy in Section 6, Numa Court. CB indicated that he would like to stand again but may not be able to stand for more than two years. VW confirmed that the election process will commence for Sections 6 and 7 immediately, and the others will be carried out during the rest of 2015.

Action VW will instruct Glazers to commence the process.

2 Augustus Close Bridges

Concerns were expressed regarding the on-going maintenance requirements for the bridge over the Ham (Winters Bridge), and the chicane introduced along with weight restrictions some years ago. LBH have the bridge designated in their 2009 Highways Asset Management Plan as needing repair, or replacement. However BDL is not aware of the timetable over which LBH anticipate progressing this. It was agreed that the Chair should press them into action. **Action: VW will write to the Leader of the Council and make a formal request for the bridge to be made a priority.**

3 Recording Board Meetings

It was suggested that Board meetings could be audio recorded, as a temporary record until minutes are finalised. This would help to ensure that minutes are correct and help to speed-up the signing-off process. It was suggested that this could be trialled for one meeting.

Proposal: send initial minutes round to full Board for prompt review.

MR Personnel other than AG left the meeting.

4. AG's Proposal on Improvements to Managing the Dock

AG presented and circulated a proposal for improving the management of the Dock. He said that he and his team enjoy managing the Dock but that the success of running it was down to the good relationship and teamwork between them and the Board and he was always keen to find ways to improve this. He added that he had reviewed the responsibilities of his Management Team and he intended to reshuffle some staff and their responsibilities.

Supervision of BDL's Gardening, Security and Cleaning contracts will be handled by JW. AC will leave the Dock and return to Isleworth Head Office. Jill Beale (from Isleworth) will work Mon-Thurs mornings to provide administrative support and give JW the freedom to carry out inspections and meet with external contractors, JA, as Estate Manager will be in charge of the Office and delegate to the team, as appropriate and RP will continue in his role as Maintenance Manger and manage all internal and external maintenance works.

AG believed that this new working format will improve the running of the Estate and he suggested also setting-up a smaller Management Board that could handle the day-to-day operational issues on the Dock.

His suggestion was that the 'full' Board would continue to meet but would only spend time considering the important issues such as finance, policy, strategy and major projects.

And all operational day-to-day issues would be handled by the Management Board who would meet monthly, during the day, with a minimum of 4 directors, plus all relevant MR&Co staff.

Directors felt that this idea was worth exploring further and agreed to 'trial' the idea for a 6-month period. Terms of Reference for this Board and other details will be discussed at a later date.

Reporting and Monitoring

The new CAFM software will be fundamental to these changes and will make reporting both simpler and more accurate. Directors suggested that it would be useful if they could have a simple guide to this new software, too. MR&Co said that there wasn't any guide available but suggested that it would be beneficial if a few Directors could attend some of the training sessions.

JA will inform of next training dates.

The Board meeting ended at 10.10pm.

Next meeting: Thursday 12th February at 7pm