

BRENTFORD DOCK LIMITED
Minutes of the 562nd
Board Meeting held in the Board Room
Thursday 14th May 2015 at 7pm

PRESENT: Veronica Wray (Chair) Mike Edwards (Deputy Chair), Paul Booth, Pat Monro, Phil Stephenson, Charles Kraus, Roy Swainston, Katherine Baxter, Chris Birch, Ann Howe, Leslie Ferber.

IN ATTENDANCE FROM MR&Co: Adam Goldwater (AG), Jonathan Wheeldon (JW),
IN ATTENDANCE: Kath Richardson (KR) – Minutes Secretary

562/1 Apologies for Absence

John Antrobus (JA), Carol Cherriman (CC)
Pat Monro (PM) with proxy in RS

562/2 Minutes of Previous Meetings

560th (April) were approved with minor amendments.

The minutes of 560th meeting (April) were accepted as a true record of the meeting.

Proposed CK, seconded KB, 9 in favour

562/6 Michael Richards & Co Reports

1 Flat Conversion (BDEL)

Board agreed the net cost of the build plus a contingency sum. In addition they discussed the requirement for a NHBC warranty, as it was stated that it would be very difficult, or impossible to sell a new build without this registration. There are 2 options for this guarantee. Option 1 - the most cost-effective way is for BDEL to proceed using AJR's NHBC Warranty registering as a one-off?

Option 2 - alternatively BDEL could register as a 'developer,' but the costs for this would be significantly higher.

Board agreed to go with Option 1.

PB queried whether these building works carried a lower rate of VAT i.e. 5% - and he thought that the NHBC guarantee was subject to Insurance Premium Tax rather than VAT.

Action: MR&Co will double-check these details.

It was also suggested that a parking space should be made available with the new flat, set-up as a separate lease. Alternatively, it could be sold without a parking space.

Action: Board will consider both options.

2 Residents' Clubroom Refurbishment

It was agreed that the old staff restroom at the Residents' Clubroom (which is no longer required as staff now use the refurbished Directors' Room) - would be redecorated and refurbished to provide an extra room for Residents to hire for events. This will enable both rooms to be booked at the same time with the large room accommodating large events and the small room allowing smaller groups to meet. In addition, the toilet facilities will be modernised and redecorated to provide better facilities.

3 Data Systems: Filing, Storage, Security & Accessibility

The Board are conscious of the need to overhaul their data storage facilities overall to ensure that all legal regulations and responsibilities are met. To this end a Data Control Working Group will be established, chaired by LF, (who has the most expertise in this field) and as Chair of this Group, along with other Directors and MR&Co. she will help facilitate, investigate costs and schedule a plan for all Dock data storage.

Action: The Group will report back to September Board.

4 Marcus Court Walkway

Top floor Residents at Marcus have been working with the Board and MR&Co to facilitate a solution regarding walkway plants/trees that have been causing obstructions. This has now been resolved and the walkways have been cleared sufficiently to ensure that emergency services can always access flats. The Board congratulated the Marcus Court Director and MR&Co. Office staff regarding the way in which this had been communicated and handled.

562/7 Reports, including those Out-of-Committees:

A. Minutes from other Committees.

1 Finance Committee

The minutes from the meeting of 30th April were circulated prior to the meeting.

Thanks were passed on to MR&Co.'s Credit Control Department for continuing to keep service charge arrears to the minimum and continuing to chase all bad debts.

Final notice has been served on an abandoned boat for non-payment and it was agreed that BDEL would take possession and sell it.

2 BDEL Committee

The minutes from the meeting on 30th April were circulated prior to the meeting.

The Board agreed that the 2 existing picnic tables in the BBQ area which were 'trialled' last year have been well-used and are sturdy and practical, so it was agreed to add 2 more of these to the picnic area, plus 2 for the Warehouse roof which wheelchairs users. The Maintenance Manager is also obtaining prices to improve the access to the picnic area reducing the size and depth of the stones so that wheelchairs and pushchairs can manoeuvre across.

562/8 Any Other Business

A AGM: The Board aims to hold its next AGM in November 2015 (date tbc) and they will set-out the necessary time-schedule. **Action:** CC to draft timeline with VW.

B Redecorations: The redecs have been running smoothly with the Maintenance Manager overseeing all works. Most of the first phase schedule has now been completed although the painters have had problems accessing some Residents' homes in order to paint their front doors. **Action:** Maintenance Manager will continue to chase-up Residents for access to their flats.

C Enforcement of Leases:

i) Plant Pots:

Board suggested that MR&Co should be more robust over health and safety issues, such as the recent incidents where plant pots have fallen off balconies. MR&Co stated that they remove items on walkways; they notify people by letter with private balconies and send letters to other Residents giving them formal notice that items must be removed, or contractors will be instructed to remove the items and residents will be charged.

Action: The Office will put another reminder in the Newsletter and ask the Dock Shop if they would be able to stock the preferred plant containers in order to encourage Residents to use safe and secure plant holders.

ii) Satellite Dishes:

Board suggested that more and more Residents are installing their own satellite dishes. This is apparently because the communal dishes aren't meeting their requirements. MR&Co proposed that BDL investigates upgrading the current satellite system to improve access to Sky Plus and other channels that aren't currently accessible.

Action: MR&Co will provide proposals and costings and bring back to Board.

Next Meeting: Thursday 11th June.