

BRENTFORD DOCK LTD

Minutes of 569th Strategy Board Meeting

10 September 2015 Meeting @ 7.30 pm

PRESENT: Veronica Wray (Chair –VW), Mike Edwards (Deputy Chair –ME), Charles Sturt (CS), Brigid Scott-Baker (BSB), Pat Munro (PM), Chris Birch (CB), Katherine Baxter (KB), Roy Swainston (RS), Leslie Ferber (LF), Paul Booth (PB), Ann Howe (AH).

IN ATTENDANCE FROM MR&CO: Adam Goldwater (AG), John Antrobus (JA).

IN ATTENDANCE: Joanna Houghton (Minutes Secretary).

569/1 Introductions - Two new directors Charles Sturt and Brigid Scott Baker, and new minutes secretary, Joanna Houghton.

CS suggested explaining the difference between the two monthly BDL Board meetings as clarity for new members. To explain: BDL **Management** Board meetings cover the day-to-day running of the Dock and directors make decisions on these in the same way as at the BDL **Strategy** Board. Complex issues can be passed for further discussion/decision to BDL Strategy Board. JA informed new directors the difference in the 2 companies. **BDEL** handles all the commercial side of the Dock business such as; Marina and Clubroom fees, filming fees, etc. and all other commercial aspects. **BDL** is involved in all other aspects of running the Dock, including maintenance issues, anything to do with the Landlord & Tenant Act, leases, service charges and all management issues concerning the Estate.

569/2 Apologies for Absence

Phil Stephenson – proxy given to ME.

569/3 Minutes of Previous Meeting 9 July 2015

Proposal: Minutes of meeting 568 held 9 July 2015 were agreed as true record.

Matters Arising

Draft timeline for AGM – VW informed Board that the proposed AGM date of 26 November may not be possible as the end of year accounts wouldn't be ready for Board inspection until October or November Board. She proposed to confirm the timeline with MR&Co. and get back to Board a.s.a.p.

BSB informed meeting that she would be away and had nominated Charles Kraus as her 'alternate' to be co-opted onto Board for her 4 months' absence. The meeting had an in-depth discussion as to whether the Articles of Association allowed this and if co-opted onto Board would Companies House have to be informed. ME said this was in line with the rules and regulations. PM felt a proxy for the time absent would be better. An 'alternate' would not be able to vote so proxy would solve this problem. VW said CK would be representing the constituency for BSB but he would not be a

block director, nor would he have voting rights. Meeting eventually agreed to ask CK, if willing, to attend as an observer at meetings, he could express views of block but any proxy vote would not be given to him, but could be given to another director. **Action: ME would double-check the rules. Proposal:** During BSB's period of absence, CK would be invited to represent the constituency only; proxy voting would be given to another Board director. CK could not attend any confidential parts of meeting.

569/4 To Agree Any Other Business Items - None

569/5 To Dispose of Business if any remaining from last Meeting

None.

569/6 To receive such communications as the person presiding may wish to lay before the Board

None.

569/7 To receive and consider written reports and any other reports from the Company's Managing Agents, Michael Richards & Co.

1. Disabled Access to Riverfront

Board were shown examples of different coloured self-binding gravel. Questions asked about displacement of gravel, assurances given by JA there had been no problems even with large vehicular use. Board agreed *Olde English* colour. The costed proposal as set-out in the Management Report for a total cost of £26,550 + vat was agreed. It was also agreed that the existing pebbles would be removed and some relocated on the path behind Servius/Maurice/Leo Courts. Work to be commenced as soon as possible. JA to organise.

2. Resin Paving/Red Tarmac Areas

Board agreed to MR&Co starting S.20 consultation process on this project. The notices to cover the entire Estate, work could then be carried out in phases without further need for notices to be issued. The Board were given other site addresses should they wish to view resin paving in situ. Board discussed who would project manager this work and it was agreed to discuss further in the private part of Board meeting.

3. Acanthus – Paving outside Management Office

JA had not received any clarifications on design specifics. **Proposal:** Board to agree issuing of S.20 notices and chase for answers to questions.

4. Clubroom Fees (BDEL)

AH drew attention to Clubroom fees and the Clubroom's possible use as an office. Directors discussed that 'some' residents groups will not be charged. PM wanted clarification on which groups. It was felt that £15 should be flat rate charged for whatever use the hirers were using the clubroom for. PM wanted to know the criteria for booking this space, was there a distinction made between profit/non profit hirers? Non-residents can use the Clubroom but only residents can make a booking. There could be issues about using the space as office space, with internet use monitoring and the need for an element of caretaking, i.e. opening and closing up, by office staff, however currently security staff open and close when booked. **Proposal:** To change Clubroom fees from £10 to £15 per hour for commercial bookings, including individual office use. Family parties remain at £10 per hour and BDRA/BDCTA and charity events to remain free-of-charge. Review as part of the BDEL10 year plan (January 2016).

5. Handymen

AG/Chair updated the Board on the redundancies of the handymen. The matter had gone to an employment tribunal and at this tribunal the judge found in favour of BDL and costs were awarded to BDL. These have now been paid in full with the assistance of bailiffs.

Financial Report

This had been in the bundle of papers circulated for this meeting and taken as read by all, there were no further comments.

6. Future of Management Board

AG circulated a paper to Directors with MR&Co's views and directors' views on the new 2-tier system of board meetings, held over the past 6 months. It was explained to new directors that this system had been set-up to help to reduce the length of meetings. The Management Board Meetings were held during the day and all information had been fed-back to the Strategy Board Meetings. Strategy Board meetings were held in the evenings, every second Thursday of the month. VW explained that the Management Board meetings dealt with the day-to-day running of the Estate and made decisions on these issues, although if it felt that an item needed further exploration, or votes by the directors not present, then it went to the Strategy Board. **Proposal:** To continue as at present. To be reviewed at October Board Meeting after consideration by Board members of paper put to meeting by MR&Co.

569/8 To Receive and consider any other reports including those from Committees

A – Minutes from other Committees

Finance Committee (6th August) – No comments

B – Decisions taken out of committee

Electricity Contract agreed and voted out-of-committee

C – Parking Group Update – a paper was handed out on the Controlled Parking Zone/Club Car ideas. A questionnaire by this Group had asked a number of residents if they would like a CPZ in Augustus Close and if so, LBH would be asked to consider a CPZ consultation. The Board considered and decided that at this time the issue was inappropriate to raise with LBH as there were too many ‘unknowns’ that may well affect the Estate and it was felt that a CPZ would restrict the ‘bigger picture’.

D – Update on Augustus Close Bridges

Nothing further to report other than LBH had carried out exploratory research work on the bridges and it was expected that the repairs would be completed during 2015/16.

E – Update on Data Control Working Group

LF presented an overview of the Data Control project and its next stages. These will be reviewed following the demonstration by a data storage company on 19th October @ 11a.m. All Directors welcome.