

## BRENTFORD DOCK LTD

### Minutes of 573rd Strategy Board Meeting

10 December 2015 @ 7.00 pm

**PRESENT:** Veronica Wray(Chair VW), Mike Edwards (Deputy Chair ME), Charles Sturt (CS), Charles Kraus – Alternate for BSB (CK), Roy Swainston (RS), Leslie Ferber (LF), Paul Booth (PB), Phil Stephenson (PS), Katherine Baxter (KB), Caroline Turner (CT) arrived 7.30 pm

**IN ATTENDANCE:** Joanna Houghton (Minutes Secretary).

**573/2 Apologies for Absence** Chris Birch – proxy given to ME.

(As agreed by Board, Michael Richards & Company did not attend December Board Meeting).

Matters arising on Action points

**Meeting 549/5/10 – Nationwide Windows** – JA is continuing to chase Nationwide Windows regarding the outstanding items that they need to address. Nationwide have indicated that it is their intention to carry out these repairs themselves, though have been asked if they would consider making a financial contribution towards related planned works in the affected areas. CS asked about the FENSA certificates for these new windows. RS informed that his understanding was that Nationwide had to request these once payment had been received, he also thought that FENSA had been replaced by a new certifying organisation. CS suggested this matter could be mentioned in the Estate Newsletter for Residents to get in touch regarding their certificates. JA would update Board at next meeting.

**Meeting 566/6/4 - Building Insurance** – to be brought back to January Board meeting.

**Meeting 566/6/7/7 - Gas supply** – the pipes are now being relined and the 6 properties without gas should be back online by end of 2015.

**Meeting 569 – Resin Paving/Tarmac** – specification being redefined as either ‘on top of existing’ or ‘relaying’ change could prove more expensive.

**Meeting 569 – Data Control** - LF is obtaining a proposal from Paper Mountain for a 3 year trial for Board papers only, no hard figures given yet. If the Board has any suggestions for this project please let LF know. The Board decided a 3 year trial may be too long but they were in favour in principle but would like figures as soon as possible. They wanted reassurance that once papers have been scanned, originals would still be stored in the Management office, LF confirmed this arrangement. LF informed Board that she would compile a list of referencing/index words that could be used when searching for items mentioned at meetings, i.e. proposals, actions.

**Meeting 569 - Easy Access on Estate** – Board would like this item to be called H&S Access on Estate.

**Meeting 572 – Bulk Waste Project** – JA to progress and bring to February Board meeting. ME pointed out that Board will need to consult with LBH to agree the new site as a suitable collection point, this would be part of the work to be carried out by JA. The Board felt this was an exciting and potentially cost-effective scheme that would benefit the whole Estate.

**Meeting 572 – Animal surveillance** – some animal activity had been caught on camera, which showed a number of cats - rather than dogs - in the affected area. (Note: in response to persistent complaints concerning animal fouling on a particular walkway on the Estate, BDL installed a motion activated wildlife camera and positioned this temporarily at floor level; it did not capture images of Residents in the vicinity. This camera has now been removed, having served its intended purpose).

**Proposal:** Minutes of meeting 572 held on 12 November 2012 agreed as true record.

#### **573/4 To Agree Any Other Business Items**

- a) Bridge over the Ham
- b) MR&Co paper
- c) VAT for Disabled
- d) Security Office
- e) Christmas Lights

#### **573/1 Introductions**

New Director Caroline Turner joined the meeting and introductions followed.

**573/5 To Dispose of Business if any remaining from last Meeting**  
None.

**573/6 To receive such communications as the person presiding may wish to lay before the Board.** None

**573/7 To receive and consider written reports and any other reports from the Company's Managing Agents, Michael Richards & Co.**

As agreed with Chair - no report submitted by MR&Co.

**573/8 To receive and consider any other reports, including those from Committees.**

#### **A. Minutes from other Committees**

**Operations Support Committee** – minutes attached from 3/12/15. RS asked if the authority for approving KPI's for cleaning, security and gardening contractors could be given to the OSC meetings. Board approved this

provided that any major problems, or complaints would be passed to full Board meetings if necessary.

**Proposal:** To allow OSC meetings to agree KPI's presented by MR&Co. on cleaning, security and gardening, with an option that any significant matters of concern would be taken to full Board meetings. Agreed.

**Proposal:** to agree MR&Co KPI's as green. Agreed.

**Finance Committee** – PB went through the minutes distributed to Directors. This meeting was the first look at the proposed budget for 2016/17, there are 4 main budgets to view service charge for Estate and Blocks and 10 year planned maintenance budget for Estate and Blocks. **Next budget meeting will be 21/1/16 and PB urged all Directors to attend if possible** as important items, i.e. service charge figures, need to be fully discussed and agreed for presentation to February Board meeting. PB showed the new spreadsheets compiled by CC to Board and agreed hard copies to be sent to all Directors. PB mentioned that the Committee needed to review the policy on reserves within the 10-year plan, he explained the current policy is an amount per property but this had been inconsistent with discrepancies between Blocks with or without lifts. CC has proposed a new system within the 10-year plan. The Board felt this would be better presented by CC at a future meeting. **Action:** Hard copies of finance spreadsheets to be made available to all Directors on request. CC/Office.

**Legal & Contracts Committee** – minutes from this meeting had not been distributed with the meeting bundle, JH to email to all Directors separately and any items will be discussed at next meeting. Board discussed the vacant position of Chair of this Committee, as PM no longer a Director. A new Chair will be agreed at the next Committee meeting. **Action:** JH to distribute minutes from November meeting.

**Block Elections** – The Chair informed the meeting that there had been no nominations received for a new Director for Section 3 (Galba Court 17-46 & 63-82 and Romulus Court 1-4,26-33, & 60-67) following PM's end of term in office. Proposal: As RS is currently the 'casual' director representing Section 4 (Romulus) but actually lives in Section 3, it makes sense for him to step down from his current Section and stand for Section 3. If he is then elected, Chair will ask Glazers to hold a new election for Section 4. Agreed.

- B. **Decisions taken out of Committee** To allow Charles Kraus to attend meetings as an 'Alternate' Director. Decision taken at the Legal and Contracts Committee on 17/11/15. This was ratified at Board meeting No 573.

**Proposal:** to allow CK to attend Board meetings as an 'Alternate' Director for BSB during her absence and until such time BSB revokes the position. Agreed.

**C. Headed Paper 'Flying Duck'**

Two versions of a proposed new headed paper were distributed. As mentioned at a previous meeting, KB had drawn a new 'duck' when producing her commissioned map of the Estate, as the original 'flying duck' logo did not transfer into a digital version for the Estate map.

The meeting discussed the new image and there were mixed views. ME mentioned that he had shown the proposed new versions at his and CB's recent Block meeting, requesting residents' views. There were some strong views but also some complacency. It was also expressed that the new image had not been part of the original map commission and implied that a new Estate 'logo' was being suggested. This had not been KB's intention; however, it was conceded that using a 'new duck' emblem could be viewed as a new logo/rebranding for BDL.

The Chair said that when she sent correspondence she wanted a more professional-looking headed paper and the new paper was, in her view, a vast improvement. Eventually Board decided that the way forward would be to 'trial' the new headed paper and gauge any feedback from residents. It was also suggested that it could be presented at the January AGM meeting.

**Proposal:** To trial Version 1 (with the duck in the middle top) of headed paper and to report back any views received at a later Board meeting. To use Version1 for the AGM notices. Agreed.

**D. Marketing of New Flat** The office-flat conversion is currently waiting for decorations and lighting then will be ready to market in the Spring 2016. ME said that they had been advised to advertise for 'offers in the region of' rather than setting a sale price. VW suggested that a small group of Directors should be formed in January to discuss a marketing plan. **Action:** Directors to email VW if they would like to be involved in this group.

**E. AGM Items for Chair's Letter** AGM is on 28/1/16. Currently on the agenda is CB's presentation on the redevelopment of empty buildings on the Estate. KB suggested the new Estate map and its marketing could be presented at the AGM too. **Action:** VW will send draft of her letter to Directors for comments.

**573/9 Any Other Business (as agreed at start of the meeting)**

**Winter's Bridge over the Ham.** LBH had agreed in principle to adopt the maintenance of the bridge over the Ham and a draft agreement had been received. LF and ME had been searching the archives for any relevant documents/plans to be passed to our solicitors.

- 1. VAT for Disabled Persons.** CK informed Directors that there was a scheme to allow registered disabled persons exemption from VAT if they were installing a new bathroom because of their disability. The exemption included materials and labour. It was suggested by the Chair that this information should be included in the next Newsletter. **Action:** JW to be given this information for inclusion in Newsletter. Agreed.
- 2. Security Office.** KB mentioned that the Security Office seemed to be inundated with parcels waiting for collection. This appeared to be a H&S risk and needed clear organisation. It was agreed that this matter would be raised with JA/JW and Trigion. An item would also be included in the Newsletter requesting that Residents collect their parcels promptly. **Action:** JA/JW to include a reminder to Residents in the Newsletter and liaise with Trigion on Security office H&S. Agreed.
- 3. MR&Co Paper on Redevelopment.** VW distributed a paper from AG that set-out the details from the Directors' redevelopment meeting that had been held in October. **Action:** Board agreed to bring this matter back to February 2016 meeting when AG would be present.
- 4. Christmas Lights on Estate.** RS wanted to relay thanks to the Office staff on the Christmas light display around the Estate. The event had been very well organised by staff and its execution had been excellent. It was a truly family Christmas event. **Action:** VW would pass on the Board's comments and thanks to office staff.

**Meeting ended at 10.30 pm.**

**Date of Next Meeting 14 January 2016 at 7.00 pm.**