

BRENTFORD DOCK LTD

Minutes of 577th Board Meeting

7th April 2016 @ 7.00 pm

PRESENT: Veronica Wray (Chair VW), Roy Swainston (RS), Paul Booth (PB), Caroline Turner (CT), Brigid Scott Baker (BSB), Phil Stephenson (PS), Katherine Baxter (KB)

IN ATTENDANCE: from Michael Richards & Co, Adam Goldwater (AG), John Antrobus (JA)

IN ATTENDANCE: Joanna Houghton (Minutes Secretary).

577/1 Apologies for Absence

Mike Edwards, Chris Birch proxy, Leslie Ferber.

577/2 Minutes of Previous Meeting (576 10 March 2016)

Voted /Accepted unanimously as a true record.

577/3 To Agree Any Other Business Items

- a) Canal and River Trust – Surface Water Discharge
- b) Estate Map

577/4 To Dispose of Business if any remaining from last Meeting

None.

577/5 To receive such communications as the person presiding may wish to lay before the Board None.

577/6 To receive and consider written reports and any other reports from the Company's Managing Agents, Michael Richards & Co.

MR&Co Management Report

Service provider KPI's had been discussed at the Operations Support Committee (OSC) but as the meeting was not quorate, the matter was brought to Board meeting for all directors to vote. Unanimous agreement that all service providers passed KPIs as 'green'.

VW raised the problem (particularly for the cleaners) of the constantly blocked waste chutes around the Estate. The OSC meeting had earlier agreed that to help the situation notices should be placed by the chutes (produced by KB) to illustrate what could and couldn't be put down the chutes. The Board agreed and asked the Office to organise the implementation.

Service Provider Contract Renewals 1/5/16 Facilicom & Trigion

Both Facilicom and Trigion renewal contracts had been laid before the Board and AG asked if Directors had any questions. The Chair asked to clarify whether the increases had included the London Living Wage (LLW) for staff, within these

contracts and AG confirmed that both companies were phasing in their payment of the LLW over a year, which would be included in these new contracts. Asked about H&S regulations for our service providers - MR&Co. confirmed that all external contractors are required to follow BDL's Health & Safety policies and the companies' own H&S policies are inspected by BDL's Maintenance Manager to ensure that they are compliant. Directors unanimously accepted the renewal of the both the Facilicom's contract, with a 6% increase and Trigion's at 5% - with renewal dates of the 1st May 2016.

Paving Project – Office Area

AG presented a further detailed summary of the project and the issue of the Section 20 Notice of Estimates. Having considered Acanthus LW's tender analysis, MR&Co recommended that, subject to leaseholder consultation, Top Level Construction were the preferred contractor for this work. Their tender was competitive and the estimated time to complete the job was shorter than the other 2 contractors. Their standard of work was well-known on the Dock and they had worked quickly and with the greatest care when carrying out previous works on the Estate.

The Board agreed under the procurement rules to move this project forward and requested that MR&Co issue the S.20 Notices of Estimates to leaseholders. Following these S.20 Notices and subject to having had due regard for shareholder comments, Board agreed for the work to proceed with the recommended contractors.

Access Audit

Directors agreed that as the access audit (completed by Evans Jones LLP) was an extremely comprehensive report it required specific time to be set aside to review and consider in full. As such, it would be discussed in detail at the next OSC meeting and actions brought back to the May Board. The report was for information only at this stage but Directors were asked to provide their feedback, ideas and suggestions to JA before the next OSC meeting. MR&Co would also suggest priority levels for any works and provide schedules and outline pricing. The Board concluded that this was an excellent report and agreed to provide feedback before the OSC meeting.

Insurance

BSB raised several queries about the insurance. MR&Co. explained that the sample of improvements that were used (from 5 random flats) were used as a 'mean' average of improvements for insurance value levels. RS commended CC on the extensive work that she had put into this issue, as it had been an enormous task. All the figures had been passed to brokers for revised premium quotes and AG did not expect to hear back from them before June. VW suggested that if there were any further queries it would be better to pass these to CC directly who would be able to answer them.

Timber Windows

JA circulated the draft letter that was to be sent to shareholders regarding timber windows. Board commented that this letter should be sent to all residents as there may still be some people who had replaced the majority of their old timber windows but who may have the odd single timber window and the replacements costs may be of interest to them. RS asked if it would be possible to include a table of window replacement costs to give shareholders an indication of possible financial implications but MR&Co. did not think that would be possible until a contractor had been chosen and the level of take-up was known. However, once this had happened then it was agreed that the contractors would be in a position to send out appropriate costings to residents. VW asked Directors to email any further comments to JA directly and the issue will return to the May meeting.

EGM Ballot

AG apologised for the typographical mistake that MR&Co. had made on the EGM papers, which had subsequently been mailed to all Shareholders. The responses to the new ballot forms will be brought back to the next Board meeting.

57777 To receive and consider any other reports, including those from Committees.

- A. Finance Committee** – Minutes from the April meeting were distributed to the meeting. PB highlighted several points from the minutes including:
- (i)** BDEL to pay the full costs of insuring its assets as set out in Finance Committee April Minutes. PB advised that this now meant that BDL would be under-budget on insurance figures by £9000.
 - (ii)** Marina Mooring Fees to be increased by 2%, as set out in Finance Committee April Minutes, to take effect from 1/7/16, fees are charged quarterly.
 - (iii)** An overcharge of cleaning charges had been identified in respect of Block 10. This had been calculated as far back as 2011 (when MR&Co became Managing Agents) and a refund of £4,763.86 is due to be made. The Board discussed the best way to action this refund and it was agreed that it should be allocated at the end of financial year out of reserves, as this would enable any other adjustments to be made in respect of other surpluses / deficits.
- B. Decisions taken out-of-committee:** There had been two decisions taken out of committee; 1. The Insurance Renewal – The Chair thanked Directors for their prompt input. 2. Addendum to EGM Ballot papers, all Directors had responded.
- C. Update on New Flat:** The Chair informed the meeting that four estate agents were now been instructed on the marketing and sale of the flat. Xavi's had 8 viewings and 1 interested party; Hunters 5 viewings; Quilliams 4 viewings; Townends many viewings and a 2nd viewing at the weekend. General feedback was that viewings had been generally positive and viewers were impressed with

the quality of the finish. VW will continue to gauge viewings and report back to Board out-of-committee.

D. Chair, Deputy Chair Roles

ME and VW's Block elections are still in process, but so far there had been no other nominations received for either of their constituencies. VW suggested that after the results of these Block elections that CB would be asked to hold a secret ballot, as previously, for the Chair and Deputy Chair roles.

E. New Duck Image

There had only been one formal comment on the new 'duck' image, so it was decided to carry on using it for Board correspondence. However, there will be no printing costs, although this may be considered in the future as the current image does not photocopy well. But to date this new image as had zero costs for BDL as the work was sponsored as part of the map commission.

576/8 Any other business as agreed at start of meeting

Canal & River Trust – Surface Water

There is a licence fee payable to the Canal & River Trust for the surface water runoff via two pipes, dating back to the establishment of the Estate. This was approx. £3000 in 2015/16. However, in 2016/17 the Canal & River Trust want to increase this to £9000. JA is negotiating with them and using case law, historic usage and the argument that it discharges into tidal water. Payment is due April 2016. PB asked if water could be discharged elsewhere, JA said there were some options but this original contract was set up by the GLC when the Estate was built with Thames Water but had now changed to Canal & River Trust. JA will keep the Board apprised of discussions.

Map Signage

A date has been set for in-house design group to meet 28/4/16 and they will look at where the new Estate map will be positioned and how it can be used in other formats. KB will collate prices from printers for different options.

Pedestrian Paving in Augustus Close

The OSC meeting has raised the issue of the broken pavements in Augustus Close again and whether LBH should be asked to repair them. The Board discussed in some detail but agreed that with the Augustus Close bridge works due to start in the next few months and the disruption that this will cause, it was best to put this issue 'on hold' until the bridge works have been completed.

Date of Next Meeting: 12 May 2016 7.00 pm.