

BRENTFORD DOCK LTD

Minutes of 580th Board Meeting

14th July 2016 @ 7pm

PRESENT: Veronica Wray (Chair – VW), Mike Edwards (Deputy Chair – ME), Brigid Scott-Baker (BSB), Roy Swainston (RS), Paul Booth (PB), Phil Stephenson (PS), Leslie Ferber (LF)

IN ATTENDANCE FROM MR&CO: Carol Cherriman (CC), John Antrobus (JA)

580/1 Apologies for Absence:

Katherine Baxter – proxy with VW, Chris Birch – proxy with ME, Adam Goldwater

580/2 Minutes of previous Meeting (579 – 9 June 2016)

Agreed unanimously

Matters Arising:

549/5/10 – Nationwide Windows / HAL Snagging – Nationwide were due on site today (14th June) but had not showed. JA will follow up accordingly.

564/6/4 – Clarification of building insurance processes – CC confirmed that the broker had now approved the document previously circulated to the Board as a draft. Two new documents based upon this original document are being drafted setting out the Board policy for leaseholders with further information on how water damage claims are to be processed. These documents will be made available with the September Board papers.

574/9/c – Augustus Close Bridge Works – JA had found a document sent to 1 Augustus Close (clubroom) re: the planning consultation for the works, which does not appear to have been sent to anyone else. VW to speak to Steve Curran.

580/3 To agree items to be raised under any other business:

- (a) Update on flat – 2 Justin Close
- (b) Consider rent reduction for shop due to paving works
- (c) Asbestos in bike stores

580/4 There was no business remaining from last meeting

580/5 There were no communications to lay before the Board

580/6 Management Report

580/6(2) – Communal Window Replacement

Proposal: To proceed, in principle, with the communal window replacement project – All in favour

Proposal: To not replace the windows in the security office – All in favour

Proposal: To not replace the windows in the clubroom – 6 in favour, 2 abstentions, 1 against

Proposal: To replace the windows to the bike stores – All in favour

Proposal: That MR&Co. proceed to issue the "Notice of Estimates" in accordance with S.20 – All in favour

ACTION: JA

580/6(4) – Fee Proposals – External Refurbishment of Blocks

It was agreed that JA should proceed to organise interviews with both companies who had tendered for the work.. The following Directors wish to be invited to the interviews: RS / BSB / ME. JA will draft suitable interview questions and a scoring matrix to ensure a level playing field.

ACTION: JA

580/6(5) – Tree Works

Thanks were offered to BSB / ME for their input into this project.

Proposal: To proceed with the Priority 1, 2 & 3 works as set out in the management report - All in favour.

Proposal: To instruct ACS to appoint Treecare Ltd to complete the works. – All in favour

ACTION: JA

It was also agreed that the ACS report and the tree map should be put on the website

ACTION: JA / JW

BSB / ME advised that they wished to be involved in the 'briefing' stage of the tree management plan with ACS.

580/6(7) – Paving Project – Office Area

JA advised that there were some extras and some omissions so it was expected that the project would be on budget. The feedback so far had been mainly positive. There is some snagging (including chipped slabs) which will be picked up at the end of the project.

580/6(9) – Directors' email : Accounts & Protocol

CC circulated a draft protocol which was proposed by RS, Seconded by VW and all were in favour of adopting. It was agreed that CC would email the protocol to each Director for signature. Once the signed protocol had been returned, each director would receive details of how to access the accounts.

ACTION: CC

580/6(11) – Bulk Waste / Recycling / Grounds Maintenance Area

JA gave a slide show presentation of the plans for this area, which was well received and included a budget figure for completing the works. MR&CO. proposed a fee for the entire project of 5% plus VAT. Acceptance of the fee quote was proposed by VW, Seconded by RS & all were in favour.

ACTION: JA

580/7A – The following reports were accepted by the Board: Finance committee minutes and Nero Court Block Meeting minutes.

580/7B – There were no decisions taken out of committee

580/7C – Director Elections – There was a query on the ballot paper for Marcus Court. As PB was the only candidate he felt that the ballot paper should have included votes *for / against*. CC suggested that where there was more than one candidate then only votes '*for*' are counted, as no '*against*' option is needed. However, the Board discussed this issue in some detail and LF made the point that a previous Chair had agreed to give constituents the opportunity to vote *for or against* a prospective Block Director, even when there was only one candidate. LF felt that if a substantial number of voters were against a particular candidate for Block Director then this should be recognised as the Board might wish to take some action in the matter. She also stated that the ex-Chair had valued the support provided by recording positive votes so that the Block Director position could be demonstrated as having democratic legitimacy.

As a result of this discussion, it was agreed that in future all ballot forms, irrespective of the number of candidates standing would have a '*for*' and '*against*' box so that voters could vote accordingly.

It was also agreed that the Board should have a clearer written process for all Director elections and this should form part of the Directors' Handbook and be passed to Glazers so that everyone was clear on the process for going forward. **ACTION: CC**

580/8 – Any Other Business

580/8(1) – Letter regarding development at Morrisons – it was agreed that no action was required by the Board

580/8(2) – Flat Update – 2 Justin Close – No further offers have been received. Agents have advised that *Brexit* has caused a fall in the market. Townends have a prospective purchaser but he/she needs to sell first. Xavi Claimed to have a buyer who allegedly now wants to reduce his / her offer. Townends suggested reducing the asking price to £450k. VW put forward the following options:

(a) Stick with sales strategy but reduce the price – 2 in favour

(b) Withdraw from market and offer for rent for 6-12 months – 5 in favour.

All those present felt that the opinion of those Board members who were not present should be sought before a final decision was made. Further communication on the matter will be by email.

ACTION: VW

580/8(3) – Dock Shop – It was proposed by VW that the shop be offered a reduction of one month's rent as a gesture of goodwill in recognition of the inconvenience and/or loss of trade caused by the ongoing paving works. All agreed.

ACTION: CC

580/8(4) – Asbestos – JA advised that following the discovery of asbestos in the Marcus bike store and the requirement for an environmental clean, it had been necessary to arrange works to comply with the HSE requirements and statutory regulations. Work would commence as soon as possible, noting the need to give Notice to the HSE in advance for asbestos works of this type. It was acknowledged with regret that this would cause unavoidable inconvenience to users of this bike store.

There being no further business this part of the meeting closed at 10.15pm