

BRENTFORD DOCK LTD

Minutes of 581st Board Meeting

15th September 2016 @ 7.00 pm

PRESENT: Veronica Wray (Chair/VW), Mike Edwards (Deputy Chair/ME),
Brigid Scott-Baker (BSB), Roy Swainston (RS), Paul Booth (PB),
Chris Birch (CB), Leslie Ferber (LB), Katherine Baxter (KB)

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

IN ATTENDANCE: Joanna Houghton (Minutes Secretary)

581/1 Apologies for Absence: None

581/2 Minutes of Previous Meeting (580th 14 July 2016)

PLEASE NOTE THAT THERE WAS NO AUGUST BOARD MEETING

Matters Arising – Action Points

Meeting 5495/10 Nationwide Windows – the company had been on-site doing remedial works and JA was waiting for a response to confirm if any of the remediation items identified by BDL had been carried out at the same time.

Meeting 575/2 Data Control Group – The Paper Mountains data storage project is working well for MR&Co. LF asked how searchable the database was and AG felt it was very good. However, CB asked if PDF documents could be searched and was told that they could not. This item will be further discussed at October Board meeting.

Meeting 575/8/g Office Fascia/Blinds – JA had received a quote for the blinds and will liaise with KB regarding design.

Meeting 580/6 (5) Tree Works – work had started well and the overall project was being handled very efficiently by the specialist contractors. The development of a long-term tree management plan will be brought to the October Board meeting for discussion and decisions.

Meeting 580/6(9) Group Emails – some Directors were still having trouble logging into the new emails and asked the Office if they could liaise with the IT specialist to arrange a date to meet to get their emails up and running, CC to be copied into arrangements. **Action Point:** VW/ CC to arrange meeting between IT specialist and Directors.

Meeting 580/7 Director Elections – current vacancies in Nero/ Romulus and Numa, elections process still to be reviewed by VW/CC.

Proposal: Minutes of meeting 580 held on 14th July 2016 agreed as a true record.

581/3 To Agree Any Other Business Items

- a) Augustus Bridge Contract – from Legal & Contract Committee Meeting
- b) Board Meeting Alternate - BSB

581/6 To receive and consider written reports and any other reports from the Company's Managing Agents, Michael Richards & Co.

MR&Co Management Report

Communal Window Replacement

This matter had been discussed in detail at the Operations Support Committee (OSC) meeting on 8th September 2016, and had been passed to (full) Board for final decision. The Committee proposed that Board accepted their advice to appoint *The Window Company* as the contractors for this project. PB wanted assurance that all possible precautions had been taken to avoid a repeat of the Heathrow Airport/Nationwide Windows contract problems. AG assured the Board that these proposed contractors were well known to MR&Co. and had been used by them over many years. They were also a reliable, local company. The contractor would have on-site management and there would be retention of the final payment until BDL/MR&Co were satisfied with the completion of the contract. **Proposal:** To agree with the recommendation from the OSC Meeting 8/9/16 that the contract be awarded to *The Window Company* - All in favour.

Company Legal Services

Although marked as 'information only' VW wanted to update the Board after the Legal & Contracts Committee meeting 12th September 2016. It had been agreed to meet with 3 out of the 4 recommended solicitors. The Committee decided against one practice because they felt that they were based too far away. VW suggested dates during the week commencing 3rd October 2016 to meet the other 3 solicitor practices and invited other directors to attend. CC/JA will produce an interview format and questions to be asked. It was stated that Ann Cohen had provided BDL with excellent service and value for money over many years and it was agreed that it might be difficult to find a similar practice to match these fees. However, all the practices approached had set out their fee structures and had so far agreed to charge on a similar fee basis as AC. PB commented that he knew one of the practices and had used them over the years. They were very good at conveyancing work although they did not carry out any litigation work. The meeting agreed that the matter of undertaking litigation work was important and should be included in the interview Q&As.

Cycle Shelters

LBH planning permission for the new paving and parking spaces had been received, however permission was conditional on provision of additional on-site cycle shelters, with LBH agreeing to match-fund any costs. JA provided pictures of the proposed location sites that had been discussed at the OSC meeting. The current cycle shelter system is modular therefore allowing for the additional ones to be easily added to those already at that location. But JA would need to consult LBH's recycling team re: re-siting the current bins.

Proposal: To go ahead with Site Options as put forward from the OSC meeting 8th September 2016. All were in favour.

Lift Maintenance

This item had been fully discussed at the OSC meeting but AG wanted to extend his full apology to the Board with regard to this matter. MR&Co had commissioned an independent engineer to carry out a survey of all the lifts and to report back on any underlying issues, preventative maintenance and a realistic length of the working life of our 7 lifts. The 'interim' contractors had been called out already and had attended within 2 hours on an out-of-hours call. They had provided reports along with quotes for repairs. The previous contractors had also provided reports and recorded their repairs and all these will be looked at by the independent engineer/surveyor and reported back. Once the independent report has been received the tender process could begin for appointing new lift maintenance contractors, this would then be brought back to the Board for a decision.

Canal & River Trust/Surface Water Drainage

JA updated the meeting that he had written to Thames Water with regard to the drainage.

580/7 To receive and consider any other reports, including those from Committees.

A) Minutes from other Committees

Legal & Contracts Committee – VW drew attention to the item on engaging a Company Secretary. It was discussed that Jordan's would be approached again to provide BDL company secretary support as they had already impressed the Board on several company issues. Glazers would continue to provide accounting provision. **Action Point:** VW/CC would move forward on this and report back to Board.

**The Board agreed that the 2017 AGM will be held on:
Thursday 26th January 2017 at 8.00pm (Residents' Clubroom).**

Augustus Close / The Bridge over the Ham LBH Agreement

The Agreement is currently with Ann Cohen who is double-checking the details before it is signed by VW. ME made it clear that there is no land attached to this Agreement it only refers to the Bridge over the Ham and the walkways alongside.

Proposal: Board agreed that the Chair should sign the Agreement, between BDL and LBH with regard to the Bridge over the Ham in line with S.94 of the Highways Act 1980 and S.1110 Local Government Act 1972. *All in favour.*

Finance Committee: Notes from the finance meeting held on 15th August 2016 had been circulated.

Operations Support Committee: Notes from this meeting had been circulated.

LBH Compulsory Purchase Order of Ballymore Site: There was a LBH Cabinet Meeting regarding this matter but ME/VW did not have any further details of this meeting at this time. ME/VW had been corresponding with their CPO experts and will inform Board of next steps in due course.

580/8 Any other Business (agreed at start of meeting)

1. **Bridge over the Ham /Augustus Close:** This item had been covered in 581/7/A Minutes from other Committees and the Legal and Contracts committee.
2. **BSB Alternate Directors:** BSB will be away February and March 2017 and informed Board that Charles Kraus had again agreed to be her 'alternate' at Board meetings. BSB would advise CK to attend the February Board meeting.
3. **Website:** Discussed in BDEL Meeting - JA mentioned that the location of some items on the website needed reviewing. It was also mentioned that more new and archived photos could be posted onto the website. Action Point: JA and VW to review website content.

MR&Co and Minutes Secretary left meeting at 9.30 pm

Date of Next Meeting: 13 October 2016 @ 7.00 pm in Board Room