

## **BRENTFORD DOCK LTD**

### **Minutes of 584<sup>th</sup> Board Meeting**

12<sup>th</sup> January 2017 @ 7.00 pm

**PRESENT:** Veronica Wray (Chair/VW), Mike Edwards (Deputy Chair/ME),  
Brigid Scott-Baker (BSB), Roy Swainston (RS), Paul Booth (PB),  
Katherine Baxter (KB), Leslie Ferber (LF), Adrian Greenhalgh (AHG)

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

#### **584/1 Welcome to new Director Adrian (Ade) Greenhalgh**

Ade was warmly welcomed to the Board and thanked for volunteering as the new director for Romulus Court (Section 4). RS who is the director for the other half of Romulus and part of Galba Court volunteered to act as a mentor for Ade for the first few months of his tenure. Ade has already logged into his Board email and can therefore receive all communications. **Action Point:** JW to update & circulate the Directors' list.

**584/2 Apologies for Absence** - Chris Birch (proxy given to ME).

**584/3 Minutes of Previous Meeting (583<sup>rd</sup> 10<sup>th</sup> November 2016)**

#### **Matters Arising – Action Points**

**Meeting 582/6.2 – Lift Refurbishment Works** – Stage 2 Notices for the work have been sent out & are awaiting comment. The order will be placed at the end of January. Call-outs to Patron have been attended promptly and there have not been any emergency call-outs.

**Proposal:** Minutes of Meeting 583 held 10<sup>th</sup> November 2016 agreed as a true record.

#### **584/4 To Agree Any Other Business Items**

- a) Map lighting – KB/ME
- b) Website - VW
- c) Data Control - LF
- d) Red Tarmac - JA

**584/5 To Dispose of Business if any remaining from last Meeting**  
None.

**584/6 To receive such communications as the person presiding may wish to lay before the Board** None.

**584/7 To receive and consider written reports and any other reports from the Company's Managing Agents, Michael Richards & Co.**

## **MR&Co Management Report**

### **Item 1. Service Provider KPI's**

A vote on the KPIs was necessary as the Operations Support Committee meeting on the 5<sup>th</sup> January was not quorate. **Proposal:** To pass the KPIs for service providers: Facilicom, Trigion & Ginkgo as 'green'. Directors passed unanimously. **Action Point:** MR&Co to advise service providers of KPI results.

### **Item 2. Bulk Waste / Recycling / Grounds Maintenance Area**

JA gave a brief presentation on the proposed recycling plan. **Proposal:** To serve S.20, Stage 1 Notice, which will give leaseholders the opportunity to comment. Also include presentation dates so that interested leaseholders can get a better understanding of the scheme. Leaseholder comments can then be used to develop the scheme further. This was agreed unanimously. **Action Point:** JA to issue S.20, Stage 1 Notice.

### **Item 3. Insurance Information**

**Proposal:** Subject to updating the document with the insurance claim excesses, it was agreed to email the document where possible and to circulate it in hard copy format. Thanks were given to the MR&Co team for its work on this document and generally on tightening up the insurance claim processes. **Action Point:** CC to update & circulate document.

### **Item 4. AirBnB**

There was a discussion regarding a recent decision made by the Upper Tribunal (Property Chamber) regarding renting through AirBnB. MR&Co have concerns regarding the legal position of this type of rental and Board proposed that they take further advice. **Proposal:** MR&Co. will consult with Curry Popeck (our new solicitors), specifically for advice on "whether the Upper Tribunal's decision includes individual rooms within a dwelling where the flat owner remains in residence, or only where a dwelling is offered as a whole". **Action Point:** MR&Co. to obtain advice as proposal above.

**584/8 To receive and consider any other reports, including those from other committees.**

#### **A) Minutes from other Committees**

**Operations Support Committee:** Minutes were included with the Board papers. Nothing in minutes to discuss further.

**Finance Committee:** Minutes from meetings held on 28<sup>th</sup> November and 12<sup>th</sup> December were presented. PB drew the meeting's attention to the extra Board Meeting (Monday 16<sup>th</sup> January at 5.30pm). This meeting is being held specifically to discuss the 2017/18 budget.

## **B) Decisions taken out-of-committee**

i) **Gas Contract Renewal** – BDL's energy broker studies the market on a daily /weekly basis and researches trends in order to get the best possible 'deal' on the spot market which generally means that directors must make an urgent, out of committee (immediate) decision. This was the case for this year's energy purchase. 5 Directors were able to respond immediately and all voted in favour. The contract is with Gazprom with the price fixed at 2.051 pence per kilowatt hour until September 2018, plus standing charge. This represents an increase of approximately 10.6% averaged across the whole year.

ii) **2015/16 Service Charge & Company Accounts** – approved unanimously

iii) **MR&CO KPIs** – Approved unanimously.

## **C) AGM Plan**

Hounslow Council Leader, Cllr. Steve Curran has responded and indicated that he will attend. Louise Batts (HH – Bridge Engineer) will give an update on the Augustus Close bridge works & Adam Goldwater will make a presentation on the projects that the Managing Agents has completed and that are in the pipeline for 2017.

## **584/9 Any other Business (agreed at start of meeting)**

a) **Replacement of red tarmac paths** – BSB had sourced a new 'wonder' paving product when she visited a trade exhibition recently. This product, called, "*KBI Flexipave*" is a totally recycled product, a sample of which was demonstrated to Directors. MR&Co had previously sourced other products, including, *tar & chippings* which would cost approx. £60-70k and *Sure-set* (around £500k). *Flexipave* would cost in the region of £200k. (All exclude ground works). MR&Co. suggested to Directors that examples of this *Flexipave* could be seen outside *The Plough* in Northfields and along the cycle path at Talgarth Road. JA is awaiting confirmation of exact costings but will continue to research the product. It was also suggested that Directors have an opportunity to meet the company to discuss further.

b) **Data Control** – LF to circulate further document to directors electronically. It was agreed that directors' comments should be sent to VW before 20<sup>th</sup> January after which Paper Mountains would be sent BDL's 'blue files' for scanning and storage.

This trial maybe followed by further data storage once the initial trial had been fully assessed.

**c) Website Review** – meeting to take place on 17<sup>th</sup> February 2017 @ 10am with VW/AHG/CC & JA to discuss further the updating of the website and links with other sites.

**d) Lighting for Estate Maps** – It was agreed that lights similar to those above the Noticeboards should be installed. In addition, planters will be placed on either side of the large sign (at the northern end of Otho Court) to avoid vehicles parking on the pavement and obstructing the sign. **Action Point:** MR&Co to proceed as above.

**MR&Co and Minutes Secretary left meeting at 9.50 pm.**

**Dates for next Board Meetings:**

**Monday 16<sup>th</sup> January (at 5.30pm)**

**(Extra Finance/Board meeting to discuss 2017-18 Budgets)**

**Thursday 9<sup>th</sup> February 2017 (at 7pm)**