

## **BRENTFORD DOCK LTD**

### **Minutes of 594th Board Meeting**

9th November 2017@ 7.00 pm

**PRESENT:** Veronica Wray (Chair –VW), Mike Edwards (Deputy Chair – ME), Paul Booth (PB), Leslie Ferber (LF), Karen Kemble (KK), Charles Kraus (CK), Brigid Scott-Baker (BSB), Adrian Greenhalgh (AHG), Aneeta Cameron (AC), Chris Birch via video call (CB).

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

**594/1 Apologies for Absence:** Katherine Baxter, proxy given to VW.

#### **594/2 Minutes of Previous Meeting (593<sup>rd</sup> 12<sup>th</sup> October 2017)**

The Minutes of Meeting 593 held on 12<sup>th</sup> October 2017 was voted as a true record.

#### **Matters Arising / Action Updates**

**590/7/6 Tree Strategy** – The tree survey company to be asked to present Estate tree schedule at the AGM in 2018. **Action:** JA to contact company and give AGM date.

**591/1 – Abusive Behaviour Policy**– Draft circulated at meeting, all directors agreed that it was a essential policy to have. **Acton:** JA to send an electronic copy to all directors and any comments on the draft policy to be sent to VW. Once finalised it will be ratified and its use implemented immediately.

**591/8/6 Tree 151** – As agreed it will be felled on 16<sup>th</sup> November along with any other arboriculturist work.

**591/8a Watering Points** – RP investigating replacement options and will report back to next OSC meeting.

**592/7/g AGM Working Group** – AGM date is Thursday 15<sup>th</sup> February 2018 and JA will prepare draft timeline for management surgeries.

**593/4/a – Main Entrance Gardens** – a meeting had been held with Gingko and planting agreed for January 2018. Directors were pleased with the new layout and considered it a vast improvement.

**593/8/e Bank Scams** – the office had heard of two more scam incidents, but fortunately, no money had been lost. The Board discussed the issue and felt it would be useful for the office to have copies of guidance notes from the Met Police website for residents. BSB had raised awareness of this at her block meeting and felt it had been worthwhile to do so. Another warning note would also be put in the next Newsletter.

### **594/3 To Agree Any Other Business Items**

#### **a) 'Residents' Clubroom Fees**

### **594/4 To Dispose of Business if any remaining from last Meeting**

- a) **Data Protection – new legislation - May 2018.**
- b) **594/5 To receive such communications as the person presiding may wish to lay before the Board - None.**

### **594/6 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** – this was for information only as votes had been cast at the Operations Support Committee meeting.

**Item 2. Data Protection – Legal Advice** – VW commented that she felt that the advice given regarding the new Data Protection regulation changes, coming into force in May 2018, were too generic and BDL would need further advice, specific to our type of business. The Board discussed the issues and it was agreed that although BDL held very little secure data they would need to update any policies to comply with any new legislation. Old files archived to Paper Mountains provided good data protection procedures, but clear procedures and policies would need to be identified to comply with any new regulations. It was agreed to arrange a meeting with our experts to determine the Board's legal obligations on the new Data Protection laws and JA commented that there are also software systems available to carry out data protection procedures, which could fit well with any upgraded computer equipment in the office. **Action:** MR&Co to arrange a meeting (early 2018) with legal team to discuss new DP Regulations.

**Item 3 – Development Consultants** – two shortlisted companies had been interviewed. The panel felt that both had good ideas but had very different styles and approaches. It was felt that Playle & Partners would be the better fit for BDL and it was reassuring to hear that the managing director would be on-site to develop the whole project. AG felt that the preferred company had grasped the brief well and their presentation was felt to be more suitable for our project. They also presented a fixed fee proposal for the feasibility study along with a comprehensive list of what this would include. A full brief will be defined, with clear instructions, for whichever consultants were finally decided on by the Board.

**Proposal:** Directors voted unanimously to engage Playle & Partners to carry out a feasibility and options study. **Action:** VW /JA to inform both companies of the Board's decision and to arrange a meeting with Playle and the Board as soon as possible.

**Item 4 – Lift Refurbishment** - It has been agreed with contractors that one lift will be refurbished by Christmas, two, if possible. All seven lifts will be refurbished in 2018.

**Item 5 – Parking Policy/Enforcement** – draft document awaiting final comments from directors with a view to distributing to residents with the next Newsletter.

**Item 6 – Operations Support Committee** – the Directors noted decisions made at the OSC meeting held on the 2<sup>nd</sup> November.

**594/7 To receive and consider any other reports, including those from committees.**

a) **Minutes from other Committees** – none

b) **Decisions taken out-of-committee** – none

c) **AGM** – date confirmed as 15<sup>th</sup> February 2018, timeline to be produced with Management Surgery dates.

**594/8 Any other Business**

a) **Residents' Clubroom Fees** It was felt that the categories used for rental of the clubrooms could be better described as the word 'commercial' generated some negative comments and hindered the rental of the community rooms. It was agreed to describe these groups as 'community entrepreneurs' and the fees for the 2 rooms would be more appropriately charged. It was agreed that a fee of £15 per hour (for the main room) and £10 per hour (for the small room) would be charged for all community entrepreneurs. **Action:** JW will contact all groups and inform them of the changes in hire fees.

**There will be no December Board Meeting**

**Date of Next Meeting**

**11th January 2018 BDL @ 7.00pm**