

# **BRENTFORD DOCK LIMITED**

## **Minutes of the 557th Board Meeting held in the Board Room on Thursday 12<sup>th</sup> February 2015 at 7.15pm**

**PRESENT:** Chris Birch (CB), Ann Howe (AH), Charles Kraus (CK), Mike Edwards (ME), Veronica Wray (VW), Paul Booth (PB), Roy Swainston (RS), Katherine Baxter (KB).

**IN ATTENDANCE FROM MR&Co:** John Antrobus (JA), Carol Cherriman (CC), Adam Goldwater (AG)

**IN ATTENDANCE:** Kath Richardson (KR) – Minutes Secretary

### **557/1 Apologies for Absence**

Leslie Ferber, Pat Monro, Phil Stephenson.

### **557/2 Minutes of Previous Meetings**

556<sup>th</sup> (January) were approved with minor amendments.

**Proposal: That the minutes, once amended as agreed, are accepted as a true record of the meeting.**

### **557/3 Agree items of AOB: None**

### **557/4 Matters Arising: none**

### **557/5 Michael Richards & Co Reports**

The Board agreed on 26<sup>th</sup> January 2015 at a Special Board Meeting to conduct a 6-month trial of AG's proposals presented on 15<sup>th</sup> January. AG presented some basic principles further to an agreement to conduct a 6-month trial of a (Management) Board for both BDL and BDEL. He clarified that this (Management) Board will only deal with day-to-day Board matters and will be a formal Board meeting in just the same way as the full Board, although the (Strategy/full) Board will only deal with issues of finance, strategy, policy and other important issues. (The exact Board numbers and how minutes will be presented are to be agreed at a later date).

AG gave examples of which items in the Management Report would in the future be allocated to either the Strategy Board or to the Management Board meetings. CK pointed out that we shouldn't change details of our Mem. & Arts. or any other documents to reflect this new Board until the 6-month trial period has finished. After that time we can then assess the situation and change our documents as and when necessary.

Terms of Reference will be agreed at first Management Board meeting on 25<sup>th</sup> Feb (2-5 pm) and draft Terms of Reference will be agreed at the next full Board meeting in March.

## **1 Service Provider KPIs**

### **a) Facilicom KPIs (Cleaning)**

**ACTION:** Board to decide on report formats

**PROPOSAL:** Facilicom's KPIs passed as Green

### **b) Ginkgo KPIs (Gardening)**

**PROPOSAL:** Ginkgo's KPIs passed as Green

### **c) Trigion KPIs (Security)**

Member of staff not wearing a high-vis jacket. **ACTION:** JA to discuss with Trigion

**PROPOSAL:** Trigion's KPIs passed as Green

## **2 Arboricultural Advice**

**PROPOSAL:** The tree works are awarded to Tree Line. In addition, ACS Consulting will provide 3 site inspections and will make an application to LBH (for tree on canal). The available budget in 2014/15 for tree surgery is £19,650. The assumption that the full budget would be spent in the year has been made within the projections provided. AH asked whether tree numbers could also be added to trees.

## **3 Financial Report**

Finance Committee met to review budget proposal with 3 options on wage increase for cleaning contract. Committee recommended that in May, Board looks afresh at principles guiding reserves budget that takes account of cyclical renewal. For instance, one block at 10 years will have an average of £2,000 per flat with a new roof and no lift. Other blocks may have less than £100 per flat. So Committee proposed giving this block a one off refund.

**Proposal:** Refund of specific surplus to block reserves based on the financial data provided in relation to the 10-year plan. Finance Committee will review reserves guidelines again in May.

Options for cleaning contract wages: a) National Living Wage (£182,359); b) phased increase London Living Wage (from November - £203,258); c) full London Living Wage (£216,000). Cleaning contract - these increases if implemented will affect annual service charge costs with some extreme block changes. Wage differentials will be kept for staff. The Board would like to record its thanks to CC for drafting budget.

**Proposal:** Board agreed budget as attached with Option B, i.e. phased London Living Wage.

## **4 Lighting**

**PROPOSAL:** (following determination of lens options) an order is placed for 67 x Philips Logo 28 to be funded from Estate Reserves. An additional cost will be incurred in respect of installation of the lights. ME queried alternative lenses and 28/32 LED for wider beam. JA researching fittings. JA confirmed that the new replacements for the larger lights (SFB32) for the walkways are also LED. The proposal was agreed.

## **5 Website**

CC presented the website.

2 weeks for Directors to send comments to VW. (24<sup>th</sup> Feb).

The Board formally recorded thanks to CC and JA.

## **6. Electrical Testing / Remedials**

Still a couple of test certificates not yet received. Large number of remedial works. Some installations on the Estate are in very poor condition. PB felt that some suggestions were not wholly necessary and would therefore like an independent second opinion from NICEIC on the reports. JA received budget estimates from S&B for remedial works throughout Estate and also obtained a second opinion for work and they were similar in detail.

RS expressed gratitude regarding burden on PB for overseeing work.

PB felt consultants would give a better informed report than contractors.

PB explained consultant, would be there to support MR&Co's understanding of the works, offering expert advice throughout the year.

**Proposal: JA/PB** to obtain second opinion from NICEIC.

### **557/6 Reports, including those of Committees:**

#### **A Record Decisions made out of Committee**

None

#### **B Reports from Committees**

##### **1 Maintenance Committee**

The minutes from the Committee were circulated prior to the meeting.

Thames river works not yet commenced, despite being booked for early February

**Action: JA** to chase.

The suggested marked parking spaces to area in front of Romulus/Galba should be done asap. Bays should indicate that they are for cars only. **Proposal:** Maintenance Committee and MR&Co to agree on additional parking spaces created only by changing yellow lines and marking bays that will accommodate cars only.

Next meeting is on Feb 26<sup>th</sup> 9:30am

##### **2 BDEL Committee**

The minutes from the Committee were circulated prior to the meeting.

##### **3 Clubroom Group**

The minutes of the meeting were circulated prior to the meeting.

JW has given users a date by which to remove storage.

#### **C Julius and Marcus Court Lifts**

Next step is to find out how many people would be interested in lifts, bearing in mind the costs. Draft letter to Shareholders to this effect.

Although it is thought that the capital costs cannot be taken from the Estate as a whole as an improvement to Estate.

**Action: PB** asks Shareholders for expression of interest.

### **557/7 Any Other Business**

None

**Next Meeting: 12th March**