

## **BRENTFORD DOCK LTD**

### **Minutes of 592<sup>nd</sup> Board Meeting**

14<sup>th</sup> September 2017 @ 7.00 pm

**PRESENT:** Veronica Wray (Chair –VW), Mike Edwards (Deputy Chair – ME), Paul Booth (PB), Leslie Ferber (LF), Karen Kemble (KK), Chris Birch (CB), Brigid Scott-Baker (BSB) joined the meeting at 9.45pm

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

#### **592/1 Apologies for Absence**

Ade Greenhalgh proxy given to ME. Katherine Baxter proxy given to VW.

#### **592/2 Minutes of Previous Meeting (591<sup>st</sup> 12<sup>th</sup> July 2017)**

The Minutes of Meeting 591 held on 12<sup>th</sup> July 2017 were accepted as a true record.

#### **592/3 To Agree Any Other Business Items**

- 1) Bee keeping

**592/4 To Dispose of Business if any remaining from last Meeting**  
None.

**592/5 To receive such communications as the person presiding may wish to lay before the Board.** None.

**592/6 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 – For Information Only – All passed 'green' at the Operations Support Committee.**

**Item 2. Service Charge & BDEL Accounts:** No further questions had been received from directors regarding the accounts. The service charge & BDEL accounts to March 2017 were reviewed at the Finance Committee. MR&Co's recommendation was to accept these accounts. **Board agreed to adopt both the service charge & BDEL accounts.**

**Item 3 – Health, Safety & Fire Survey -** The survey had been circulated to directors. The report was unremarkable but there were a few items highlighted in the report that need to be put right. These were:

- i) To move the gardeners' equipment out of the bulk waste warehouse and re-site to the marina warehouse.
- ii) Some work around the Marina needed doing and this had begun.

KB questioned whether lights should be installed along this riverfront pathway. It was agreed that as Board had debated this issue at length several years ago and it was deemed expensive and unnecessary at that time, directors agreed not to revisit this at the current time.

iii) Unsecured plant pots on balconies were regarded as a risk and it was agreed that MR&Co. should carry out another survey of plant pots on balconies/walkways and residents written to if they had dangerous pots, etc.

iv) The report considered that the bookcase by the Security Office could be a fire risk and recommended that the books should be put into a metal casing. It was agreed to research a suitable shelving unit.

**Item 4 – Parking Policy / Enforcement** - The policy circulated to directors did not appear to be the final version and it was agreed that a map showing the public parking areas would be attached to this document for ease of identification. CC/VW will update the policy with the additional map and circulate again to directors.

**Item 5 – Augustus Close Entrance Planting** - It was agreed 'in principle' to proceed with the replanting of the Augustus Close front entrance, however, as BSB was not at the meeting it was felt that a full and clearer concept together with a full and detailed description of the proposed planting was needed before Board could consider this project. Directors also asked that KB be approached for her artistic input on this project and BSB to provide a more detailed concept/brief.

**Item 6 – Energy Efficiency** – Board has discussed heating efficiently on the estate and JA will do some further research to provide more information on new legislation along with the new technology available. Board will then discuss the matter further.

#### **Item 7 Matters Arising from the Operations Support Committee**

**Projects in Progress** - Lifts – MR&Co are still waiting for a delivery date on the control panels after which a start date for renovations will be provided.

Lift breakdown in Nero – The engineer attended call-out on Saturday, the part was delivered on Monday and a further fault was then identified. The problem was resolved on Tuesday morning. The main issue with this (and other lifts) is that the availability of parts are proving difficult as some are now obsolete. KK advised MR&Co. that she did not receive the letter that went out to residents in Nero Court. MR&Co agreed to look into this but it was agreed by all, that in the case of lifts breaking down, it was imperative that all affected residents should receive regular updates.

**592/7 To receive and consider any other reports, including those from committees.**

**A) Minutes from other Committees** - None.

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

1. Electricity contract – VW only received responses from 3 directors and reminded them that the gas / electricity contracts need to be voted on at very short notice. All 3 Directors who voted were in favour and the contract was accepted on this basis.

2. The Ballymore/ Dock Road offer was rejected unanimously.

## **C) Director Elections**

Numa West – The previous director was Phil Stephenson. Following an election, the block is now represented by Dr Aneeta Cameron. VW/CC will complete her induction meeting on Thursday 21st September with a view to her attending the next Board meeting.

## **D) Sun Awnings**

Two new awnings have been installed in accordance with the current policy. However, PB questioned the suitability of these awnings in relation to the aesthetics and integrity of the Estate. Most directors had not seen the current policy so it was agreed that it should be circulated to them and then the matter brought back to the October Board meeting for further discussion.

**E) Dock Road update** - to be covered in the private section of the meeting.

**F) AGM date & Working Group** – VW notified directors that the AGM Working Group would be meeting in the next month and asked for directors who were interested in being part of this group to let her know. KK volunteered and others will contact VW by email. A meeting date will be circulated in due course.

*BSB arrived at the meeting at 9.45pm*

## **592/8 Any other Business (agreed at start of meeting)**

- a) **Bee Keeping** – VW received an email from a local resident requesting to keep an apiary on Brentford Dock. This has been circulated to directors and VW will meet the bee-keeper to obtain further information and then the suitability of the request can be assessed by Board.

**MR&Co left meeting at 10.30pm**

**Date of Next Meeting:**

**12 October 2017**

**BDEL 6.30pm / BDL 7.00pm**