

Board Meeting Minutes

Board Meeting 13th April 2026

Online – Teams call.

Attendees

Board Directors			
Chris Greenwood (Chair)	CG	Ian Parker	IP
Peter Olah	PO		
Michael Richards & Co			
Adam Goldwater	AG		

Minutes

	Items	Comments	Owner(s)	Status
1.	Apologies	Stephen Browne; Howard Vander Borgh; Nic Cantor		
2.	Minutes	Minutes of Meeting 09/03/26	BLIRA	Approved
3.	Previous / Ongoing			
	Balcony Project	- MR&Co produced 1st working draft of 25 year capital works plan. - Two Teams meetings were held with MR and Directors to discuss draft plan. - Board decided that 25 year plan should not be sent prior to AGM but will be explained first and then distributed. - Building Surveyor or suitably qualified person needs to be appointed to re-inspect all balconies and assess condition. - Board requested initial informal inspection by contractor to give early indication of scale of work – AG to organise. - Inspections have now been arranged with Kew Construction. - Report from Kew confirms deterioration has continued. Those reported as “dangerous” – AG to inform relevant owners. - Independent lift consultant is inspecting all lifts this weekend to produce report to firm up timing and likely cost of lift capital works. Report received and shared with Board.		
		25 year plan draft to be updated once report received from lift consultant. - Updated draft 25 year plan has been sent to Board for discussion.	BLIRA	Ongoing
4.	Communications to Board			
	- Letter was received from GTC Infrastructure re items being stored in gas meter rooms. - Board decided to go ahead with purchase of bike store unit. Unit has been purchased and installed. - Letter re bike cull was sent and abandoned bikes have been identified. - Abandoned bikes have largely been removed. - New bike store now rented out.		AG	Completed

Board Meeting Minutes

Board Meeting 13th April 2026

	- Meter rooms are now clear and GTC Infrastructure have been informed. - New complaint re parking of commercial vehicle in car park. Board view is that problem is not sufficiently serious to warrant action at this stage. Further complaint received – Board decided tenant must be asked to relocate his vehicle.		
5.	Management Report		
	- AGM to be held on April 14th – AG has checked the Mem and Arts – 21 clear days' notice to be served – therefore absolute deadline for serving notices by email is 23rd March. Practical deadline to agree final version of AGM notice and bundle to be sent – Friday 20th March. - AGM Notices were sent on time. Four proxy forms received so far. - AG to send PO copies of latest Black & White reports and quotes. Sent. - Spec for new lighting project approved. AG and HV to discuss project management and next steps. - AG has drafted Stage 1 s.20 Notice for Board approval. Board approved letter. Then tendering to commence. Usual fee for handlings.20 process, all comms and tendering is 5%, but to be discussed and agreed. - Stage 1 Notice was served and tendering has commenced. - Quotes have been received – HV is reviewing quotes and then AG will serve stage 2 s.20 Notice. - Quotes still being analysed/queried.	AG	Completed
		AG and HV	Ongoing.
6.	Reports from Committees / Working Groups		
	Test lightening conductor. Quote obtained and work ordered. Unfortunately, due to defects the system installed is non-compliant to current standards and has therefore received a Failure certificate. Please note that Adams Quarter, Moorings House, Jessops Wharf, Barnes Quarter and Mill House have spikes on the roof, but no lightning protection fitted. I have also attached the specification and quotation for works to be completed for the system to become compliant to current regulations. HV to study the details and revert in due course. Awaiting instructions. AG requested to re-send to HV for review. Sent to HV – being reviewed. HV has raised several queries which have been sent to contractor – ongoing. AG to invite them to meet on site to explain need for work. Contractor has not responded to request and is being chased. Contractor has refused to come back to site but has offered Teams call.	HV and AG	Ongoing

Board Meeting Minutes

Board Meeting 13th April 2026

	Further jobs being organised or quoted for: - Renewing worn road marking eg 'visitor' markings. One quote obtained. One awaited. Two quotes now obtained – see attached – decision required. Board approved the quote from RML for £850+vat. AG to place order. Work completed. Do Board wish to do more signage eg Visitor signs? Board agreed to visitor signs being repainted. Order placed – work due in next 2 weeks. Work completed. - Repainting of railings around northeastern perimeter of the Island by specialist firm. Quote obtained – see attached. Board decided to consider as part of 10 year plan – possibly to do work in spring 2026. Second quote being obtained. Second quote received – both attached. Board decision required. Work should be done in Spring – not risking summer heat which affects paintwork. Board approved quote and AG to instruct contractor. Work well advanced and progressing well.	AG	Completed
7.	AOB		
	• Toll-house Island s/c dispute – MR requested correct demand from KFH to enable payment. No response received – MR to chase. KFH have been requested again to send correct up to date demand. Further chasing email sent – demand received for c.£80k but STILL addressed incorrectly to Charles Church. AG to request latest accounts from KFH so Board can examine expenditure. 2022 accounts received – see attached. AG to request KFH confirm who appoints/instructs them and to try to convene meeting to discuss the whole set-up. Meeting held on Teams 3/12/25 at 2pm – notes attached. AG to chase KFH re setting up meeting with Brentford Lock Management Co directors. AG has chased twice and still awaiting date for meeting. Meeting now confirmed for Wednesday 4th Feb – KFH to send link. Meeting was held – agreement to obtain further documents – KFH to request that BLM directors attend next meeting person – since meeting, CG has successfully contacted BLM director who has agreed to attend a meeting in person – date to be confirmed. Meeting was held and was constructive. BLM still trying to resolve legacy accounts issues from First Port era. • Board instructed AG to pay the current charge only.	Board	Ongoing

Board Meeting Minutes

Board Meeting 13th April 2026

- Board wish to consider employing a part-time multi-trades person. Jim Huddle interviewed and has accepted the offer – see emails attached. Start date and induction process being arranged. - Estate water charges to be investigated by PO. - Some reservations were expressed regarding the standard of the gardening. Board decided to leave current arrangements in place. AG held meeting on site with Gardener to emphasise need for weekly report on work completed to be shared with MR. Gardener is now supplying weekly reports with invoices. AG and SB held meeting with Gardener re various issues. Agreement reached re need for him to sign in every visit in order to justify payment, plus need to focus on gardening rather than maintenance, plus need to work more collaboratively. SB put Gardener on 3 month notice to improve on this matters or service will no longer be required. - Lift call button back plates – AG got Kone to half the cost of the work. Board approved work to proceed. Work now completed. - Kone have now sent quotes for upgrades to the emergency auto-dialler (phone) units in several lifts. See attached. We are researching whether this is necessary and if cost is reasonable. We will not proceed until Board have had a chance to scrutinise. - Salary reviews – annual review due next month so need to decide now – details attached – we recommend 5% increase to each to keep with market rates and to reflect good standard of work. Board approved. - Staff have been notified and were grateful. Backdated to March 1st. - Rogue white line to front drive – instructed by resident, not by us – Board insist it must be removed – AG to obtain quote and request resident to pay. Lorraine has discussed with resident who believes they can settle amicably with neighbours. - Board formally approved both s/c and company accounts which will all be distributed by AG with AGM papers. Done. - AG to request that owners of a residence on Tallow road do not park cars sticking out onto Tallow Road. Letter sent, no response received, to be followed up. - SB was concerned at quality of vacuuming of common parts – AG to raise complaint with cleaner. Complaint sent and assurance received. - Concierges requested fire extinguishers for various locations – AG to discuss with them and arrange as needed. Discussed with Helmi – one required which he has ordered.	SB	Completed.
	PO	Ongoing
	AG	Completed
	AG	Ongoing
	AG	Completed
	AG	Ongoing
	AG	Completed
	AG	Completed
	AG	Ongoing
	AG	Completed
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Board Meeting Minutes

Board Meeting **13th April 2026**

	• Query raised re main gate opening mechanism and if it requires upgrading – AG to investigate. • Fire panel still showing as faulty – AG to investigate.	AG	Ongoing
8.	Date of Next Board Meeting		
	Monday 11 th May 6pm 2026 – Venue to be confirmed.		