

Board Meeting Minutes

Board Meeting 11th May 2026

5.	Management Report		
	- AGM was held on April 14th and was successful. - AG has produced and distributed the minutes with the Board's PP presentation. - 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 handling s.20 process, all comms and tendering is 5%. - 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. - HV now satisfied that 2 out of the 3 quotes are valid. AG confirmed this was adequate for the stage 2 s.20 Notice and will therefore proceed with drafting notice.	AG	Completed
		AG and HV	Ongoing.
6.	Reports from Committees / Working Groups		
	Test lightening conductor. 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 to confirm availability for Teams call. Further jobs being organised or quoted for: Repainting of railings around northeastern perimeter of the Island by specialist firm. Board approved quote and AG to instruct contractor. Work well advanced and progressing well. Work now completed.	AG and HV	Ongoing
		AG	Complete

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	• Gardening. • Board decided to engage new contractor with greater capacity and resource to enable sustained renewal and improvement to gardens, which are now 25 years old.	SB	Ongoing
7.	AOB		
	• Toll-house Island s/c dispute • MR requested correct demand from KFH to enable payment. • 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 – ie the Jan-June 2026 invoice only.	AG	Ongoing
	• Maintenance role • 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. • Jim starts on Monday 11th May. AG and SB held meeting with Jim and agreed usual work pattern of his 20 hours to be worked on Tuesdays, Wednesdays and Thursdays and he will inform us and concierges of any changes and complete weekly work sheet. AG and SB doing initial walkabout with Jim and Gardener Monday 11th to establish work schedule and areas of responsibility.	SB & AG	Complete
	• Estate water charges to be investigated by PO.	PO	Ongoing
	• Lift works • 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. • PO is investigating possible WiFi scheme for estate that could enable cheaper lift phone option.	AG & Board	Ongoing

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	• Parking • AG to request that owners of a residence on Tallow Road do not park cars sticking out onto estate road. Letter sent, no response received, to be followed up. • MR to give deadline of 2 weeks and then instruct car to be ticketed. • MR to redistribute parking rules to all. • Query raised re main gate opening mechanism and if it requires upgrading – AG to investigate. • Fire panel still showing as faulty – AG to investigate. • Fault has now been rectified.	AG	Ongoing
8.	Date of Next Board Meeting		
	Monday 8 th June 6pm 2026 – Venue to be confirmed.		