

MORGAN'S WALK MANAGEMENT LTD

MINUTES OF A BOARD MEETING

held on 13 July at 18:00 - Fresco Deli, Battersea Bridge Rd

Present

Directors: M Stratton (MS), P Gould (PG), K Kapur, A Price (AP), R Nicoll (RN), P Venison (PV)

Incoming Directors: L Roberts (LR) and S Johnson (SJ) (via Zoom)

Attending: M Barnett-Salter (MBS), P Dhillon (PD), M Stark (MCS) (Board Secretary)

With effect from the end of the meeting R Nicoll and P Venison resigned, and S Johnson and L Roberts were appointed. These changes, together with the earlier resignation of G Brindle, have been notified to Companies House.

The Board expressed its warmest thanks to P Venison for his nearly ten years' service.

1. **Apologies** – none. The meeting being quorate the Chair opened proceedings and welcomed SJ, LR and MCS, who introduced themselves.
2. **Minutes of the last meeting** – signed by P Venison
3. **Board Secretariat:** The Board welcomed MCS, and confirmed the Terms of Reference for his appointment as Board Secretary (previously agreed in correspondence). Copy attached.
 - 3.1. MCS presented the proposed broad division of responsibilities as between Quadrant (as managing agent) and the Secretariat (representing the Board). These had been previously agreed with Quadrant. The Board agreed. Copy attached.
 - 3.2. MCS proposed that, in the light of costs which would be incurred if the company's accountants performed the role of Company Secretary, and of difficulties for Quadrant in taking it on, that the Board Secretary should also take on these functions, and that the Company's address should move to 22a Thorney Crescent (his own address). The Board agreed.
 - 3.3. In discussion it was noted that:
 - 3.3.1. preparation of accounts would continue to be done by Quadrant;
 - 3.3.2. Lees-Buckley would remain as auditors for the current year (re-appointment for the following year being, as always, a matter for the AGM)
 - 3.3.3. the Board secretariat would canvass members with a set of Board dates covering a rolling 12 months ahead, and aim to stick to these.
4. **Matters arising**
 - 4.1. Velux windows: after discussion it was agreed that the Secretariat would prepare a factual paper for consideration at the 7 September meeting, to cover issues concerning the covenants, status of enfranchised houses, the respective roles of Danesdale, MWML etc in determining acceptable alterations, and the impact if any on the Estate Regulations. The aim would be for the Board, based on this paper, to agree terms of an item /background note for discussion at the AGM (28 October).
 - 4.2. Drains: MBS reported that the drains had been most recently flushed on 30/3/21, and were flowing freely.
5. **Update on External Decorations**
 - 5.1. Quadrant updated on the external works by Stephen Lawrence Ltd (SL), now nearing completion. In discussion a number of points were made:
 - 5.1.1. the chrome paint (applied to flashings etc of the flats) was thought to be very successful. LR requested specifications of the colour and type of paint, for

house owners interested in applying it at their own expense. PD agreed to email house owners with this information.

5.1.2. PV noted that SL had agreed to design a metal threshold protection (to cover and protect the painted wood section at the base of each block entry door). Quadrant agreed to follow up with SL.

5.1.3. spikes – AP reported that trial sections were being installed on the section of wall near the bus stop. He reported that it could be inspected shortly (well ahead of the next meeting). KK enquired about the cost. It was agreed that in principle, new expenditure put before the Board for its approval even on a trial basis would in future be costed, at least within a range.

5.1.4. pedestrian gate – it was reported that SL had been manipulating the lock to keep it open during a working day. Quadrant agreed to take this up with SL, requiring them either to obtain a key or else walk round.

5.1.5. garage roofs – following roofs were reported still covered in moss: 33-51, 52-54, 61-74, near 1 Paveley Drive. These would be checked by our surveyor (Nigel Redding) before signing off the SL contract.

5.2. The meeting discussed a proposal by AP (covered in emails before the meeting) to pay a bonus to SL formulated as a “tip” per worker. In discussion the following points were made:

5.2.1. There was no precedent for this from the previous external decoration (2014), when far from paying extra, MWML had obtained a discount of £10k and had used this to secure extra works post-contract. Any small balance (< £1.5k) on the 2014 contract had been allowed to SL as goodwill, not distributed as tips.

5.2.2. For the current works, it was difficult to distribute sums to named individuals when so many had been on the job at different stages, and their work had not been all of equal value.

5.2.3. Tips were considered by some Board members to be inappropriate, even if the work had all been exceptional in quality.

5.2.4. The proposal was rejected by majority vote.

6. Finance Update (Arrears)

6.1. MBS reported that there were currently 20 properties in arrears: 8 houses and 12 flats. One of these (14c Pa Dr) was in arrears by 2 or more quarters.

6.2. After discussion it was agreed that this owner should be pursued through (further) court action, with a deadline for report back to the Board by mid-August 2021.

7. Communication newsletters

7.1. RN reported that, in accordance with her earlier announced intention, she would resign as Director, handing over her comms role to LR; but that she would issue a final news bulletin, and would continue to manage the Gaggles email group.

7.2. The Board expressed thanks to RN for her significant achievements as Director in improving communications.

7.3. Members noted that, in line with the broad division of responsibilities at 3.1, some communications would continue to be Quadrant-led, and others Board-led.

8. AGM revised date

8.1. The new date for the AGM, 28 Oct, was agreed.

9. Gardening

9.1. MS reported recent developments. The lawns had suffered somewhat during SL works, notably from movement and parking of cherry-pickers. However the

gardeners had been active in all areas. In these warm weeks weeds were proliferating. There had been significant work of pruning and improving vistas, and weeding including of the podium.

9.2. The Board expressed satisfaction that the grounds were generally looking so well.

10. Surgery visits update

10.1. PD reported on her recent fortnightly visits to MW (Wednesdays, 10-12). These were proving beneficial. Giving residents the chance to ask her questions direct was cutting down on email traffic based often on imperfect information.

11. MW annual garden party

11.1. PD confirmed that the event would be held on Thurs 22 July – the first since 2019. The services of Astrid (a previous holder of PD's role) had again been secured.

11.2. In discussion it was noted that Astrid had also supported us for the children's party (19 June) attended by 28 children. SJ offered thanks for this successful event. PV was warmly thanked for his generous sponsorship, and promise of further support for two years (2022 and 2023), after which MW should find new sponsorship.

12. **Estate matters** - none raised

13. **Estate Regulations** – it was noted that some aspects of the Regulations would be covered within the Secretariat paper for the next meeting (see 4.1 above)

14. **Welcome Pack** – had issued.

15. Update on Thames river defence

15.1. The Chair referred to the minutes of the Board meeting on this issue (28 May). MCS agreed to provide an update for an agenda item for the 7 Sep meeting.

16. **AOB** – none.

17. Next meetings

17.1. 7 Sep: preparing for the AGM (28 Oct). Any new agenda items (beyond those referred to above) to be notified to the Secretary by close 8 August please.

The meeting closed at 19:45.

Signed



Director

25 July 2021

Date

Action points

5.1.1 – notify house owners of paint details. Action: Quadrant, by end July

5.1.2 – metal threshold cover. Action: Quadrant, by end July

5.1.4 – SL and gate key. Action: Quadrant, by end July

6.2 – pursue court action against those in long-term arrears. Action: Quadrant, by mid-Aug