

**WATERWAYS MANAGEMENT COMPANY**  
**MANAGEMENT COMMITTEE MEETING NO.23**  
**8.00 PM ON THURSDAY 10 DECEMBER 2009**  
**MINUTES**

**Present** Miles Thompson (Chair), Diane Crocombe, Louise Robertson,  
Nick Robinson, Paula Reynolds, Nick Sampson and  
Raquel Stremme (from item 6)

**Minute taker** Miles Thompson

**In attendance** Mireille Levy and Derek Summers

**1. Apologies**

Margaret Bird, Peter Higgins and Steve Matthews

**2. Private Business**

None

**3. Approval of minutes from meeting 22 (11/11/09)**

The minutes of the meeting were approved as a correct record.

**4 Matters arising**

It was agreed that all matters arising be deferred for consideration to the next meeting of the Management Committee

**5 Appointment of Offices for 2010**

The Committee agreed to the following appointments

5.1 Chair – Miles Thompson

5.2 Secretary to the Mgmt Cttee – no appointment made.

The Committee considered whether this was a post that could be performed as an administrative function by a non-member of the Company on a paid basis, similar to the role of Minute Taker. An expression of interest was received from someone able to undertake the role in this way. There was some discussion as to whether this would be a satisfactory solution given that the post, if taken by a director, had the scope to be much more than administrative. No conclusion was reached and the matter was deferred for further consideration at the next meeting

5.3 Treasurer – Nick Sampson

## **6 Sub-Committees and Lead Directors**

6.1 The Committee agreed the following structure by which to seek to progress the work of the Management Committee over the next year and agreed appointments to each

### **6.2 Deputy Treasurer**

### **6.3 Scrutiny sub-committee**

6.3.1 The Committee discussed the potential role and scope of work of this sub-committee with particular regard to the undertaking of a review of the appointment of the managing agent. The Committee recognised the potentially challenging scale of the work involved in such an undertaking, the importance of the task to ensure value for money was being achieved and the benefit to be derived from the exercise in terms of succession planning for future changes in membership of the Management Committee and in the appointment of the Managing Agent's Property Manager. The Committee agreed that a start be made on this task, albeit that it may take more than a year to complete.

### **6.4 Gardening sub-committee**

The sub-committee to confirm to the Management Committee what arrangements it makes for the appointment of a sub-committee chair

### **6.5 Apartment Block sub-committee**

The sub-committee to confirm to the Management Committee what arrangements it makes for the appointment of a sub-committee chair

### **6.6 AGM sub-committee**

### **6.7 Lead & Deputy Directors and for External Affairs**

### **6.8 Lead & Deputy Directors for Complaints**

### **6.9 Traffic & Parking sub-committee**

### **6.10 Lead & Deputy Directors for Community Meeting Room**

## **7 Setting of Objectives for 2010**

Deferred to next meeting of Management Committee

**8 Miscellaneous Arrangements for the Business of the Committee**

The Committee agreed the following

The frequency of future meetings – every other month

The best day of the week on which to hold meetings – Wednesdays

The best start time for meetings – as a two month trial the next two meetings shall commence at 7:45pm. Also, meetings shall be strictly limited to no more than two hours

The arrangements for the taking of minutes of the Committee – [the Chair declared a personal but non-pecuniary interest and remained in the room but took no part in the discussion or decision. This item was chaired by the Treasurer] – continue with existing arrangements

The Committee noted the importance of protecting directors personal details and that the option now exists for directors to be listed at the Company's registered address for the public record at Companies House, instead of having to give their domestic address

**9 Any other business**

None

**10 Date of next meeting**

7:45pm Wednesday 13 January 2010