

**WATERWAYS MANAGEMENT COMPANY**  
**MANAGEMENT COMMITTEE MEETING NO 38**  
**7.30 pm, Monday 14 May 2012**

**Present:** Miles Thompson (Chairman), Sally Duncan, Richard Doyle, Anne Hall, Paula Reynolds, Louise Robertson, Nick Robinson, Mary Tovey.

**In attendance:** Rebecca Hill (Managing Agent)

**Minute taker:** Emma Thompson

**1. Apologies**

1.1 Sally Doyle, Martin French, Raquel Stremme, & Richard Dorey (WRA).

**2. Appointment of Chair to WMC Management Committee**

2.1 Miles Thompson agreed to stand again as Chair of the Committee. His nomination was presented by Louise Robertson and seconded by Anne Hall. The Committee unanimously voted in favour, there being no other nominations.

**2.2 RESOLVED**

To elect Miles Thompson as Chair of the WMC Management Committee.

**3. Appointment of new Director**

3.1 It was reported that members at the AGM had voted in favour of approving the nomination of Sally Duncan to join the Company as a director. As a result, Miles Thompson recommended that the Committee receive the nomination which was seconded by Louise Robertson. The motion was carried.

**3.2 RESOLVED**

To appoint Sally Duncan as a director to the WMC Management Company.

**4. Minutes**

**4.1 Approval of the minutes from meeting 36 (30/01/12)**

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

#### 4.2 **Approval of actions to be taken from informal notes of meeting 37 (26/03/12)**

Members were reminded that the last meeting had not proceeded as the number present had not met the requirements for a quorum under article 16.4 of the Memoranda and Articles of Association.

#### **RESOLVED**

4.2.1 That the informal notes of meeting 37 should be published on the website, alongside the minutes from other meetings.

4.2.2 To agree the actions contained within the informal notes, including those relating to the culvert and the apartment mailboxes.

#### 5. **Matters arising from the minutes from meeting 36**

None.

#### 6. **Appointment of Directors' Responsibilities**

6.1 Directors received a table outlining responsibilities and discussed potential gaps which needed to be filled. The following responsibilities were agreed:

6.2 Treasurer: Mary Tovey. It was noted that the Deputy Treasurer would need to be replaced in July and that succession planning would be required.

6.3 All the new directors expressed a desire to join the Apartment Block Sub-Committee. It was agreed that after the next meeting, the Sub-Committee would advise OM of the central point of contact for all communication between the managing agent and the Sub-Committee.

6.4 Members were needed for a Scrutiny Committee, the purpose of which would be two-fold – to identify and pursue improvements in managing agent services and to establish the resources required to subject the contract for providing Managing Agent services to a competitive tender process.

6.5 Louise Robertson, Miles Thompson, Mary Tovey and Nick Robinson agreed to participate on the Sub-Committee.

6.6 Sally Duncan agreed to join the AGM Sub-Committee.

6.7 Raquel Stremme had agreed to take over monitoring the feedback email and Nick Robinson offer to provide support.

6.8 OM reported that the relevant Companies House forms had been despatched for completion by the new directors.

#### **RESOLVED**

6.9 Directors to notify OM if Companies House paperwork does not arrive.

6.10 Chair to update the table of responsibilities for circulation.

## **7. Setting of objectives for 2012 to 2013 for WMC Management Committee**

7.1 The proposed objectives for the forthcoming year were received. Members were reminded that the Chair would report progress against the objectives at the AGM and that they would be posted on the website and communicated to residents through the Waterways newsletter.

### **7.2 RESOLVED**

To approve the objectives for 2012-13.

## **8. Annual General Meeting**

8.1 The low attendance at the AGM remained disappointing. A number of options were considered to encourage owners to attend. These included the provision of food and wine which OM generously offered to provide and for the managing agent to identify multiple owners, such as St John's College and OCHA, so that the Company could target these owners to increase the potential for the meeting to be quorate.

### **RESOLVED**

8.1.1 That the draft minutes of the April 2012 AGM were approved for publication on the website.

8.1.2 That the draft minutes of the March 2011 AGM should be replaced with the final minutes as approved at the 2012 AGM.

## **9. Sub-committee news round up**

### **9.1 Finance Sub-Committee**

It was noted that the Directors' indemnity insurance was due for renewal in July.

### **RESOLVED**

OM to forward necessary paperwork for Chair to sign.

### **9.2 Apartment Block Sub-Committee**

The Committee was grateful for OCHA's support in printing the recent 'welcome to the waterways' booklet which had been distributed to all residents within the development.

### **Gardening Sub-Committee**

9.3.1 The risk of flooding as a result of silting of the culvert remained high. The Sub-Committee invited the views of the Management Committee on the proposed appointment of an environmental consultancy to manage the work of the proposed contractor. The role of the environmental consultants would be to ensure the work was done in a manner that sought to minimise the harm to the ecology of the area. This would provide a suitable level of project management and help to allay any concerns that residents might have around the environmental impact of the proposed works.

9.3.2 It was suggested that it would be useful to know which individual from the consultancy would lead on the work and to receive a copy of their credentials.

9.3.3 In the meantime, a temporary drain had been inserted to help with the removal of water from Clearwater Place.

9.3.4 **RESOLVED**

To approve the expenditure for a feasibility study on the work required to improve the flow of water of the watercourse, and for the appointment of Bioscan to undertake the work.

9.3.5 The Management Committee reviewed the minutes of the last Gardening Sub-Committee and praised the Sub-Committee for the clarity of the minutes and the new road-by-road format.

9.3.6 It was noted the minutes reported that contractors had experienced problems of interference and abuse from a resident. Concern was expressed because abuse of our contractors and service providers will not be tolerated.

**RESOLVED**

9.3.7 OM to liaise with the neighbourhood police team for advice on the content of a letter to warn the resident about their conduct.

9.3.8 Director to provide a standard letter which may be of use to OM.

**10. Matters arising from the informal notes of meeting 37 (26/03/12)**

None.

**11. Matters arising from question and answer session following closure of AGM on 3 April 2012**

11.1.1 It was requested that the informal notes should make reference to concern expressed around the security of the apartment blocks arising from the entry system.

11.1.2 **RESOLVED**

That the Gardening Sub-Committee should consider the suggestion made at the AGM that a tree is planted in commemoration of the Queen's Diamond Jubilee.

11.2.1 It was noted that apartment block 'trade' buttons were allowing access at different times at different blocks. It was reported that one block was operating successfully with the button switched off, with residents taking responsibility for allowing the delivery of post by the Royal Mail.

**RESOLVED**

11.2.2 That the Apartment Sub-Committee consider whether a letter should be issued to all residents and owners of apartments, asking if there would be any objections if the timer for the 'trade' button was switched off to their apartment block.

**12. Any other business**

- 11.3 The Chair reported that he had been asked to give confirmation from the Waterways Management Company that the Waterways Residents Community Interest Company would not be required to enter into a Deed of Covenant to perform the estate maintenance charge covenants as far as was applicable to the community room.

**RESOLVED**

That the Chair would consider the terms of the relevant Transfer Agreement and in light of that would reply accordingly.

**13. Date of next meeting**

Monday, 23<sup>rd</sup> July 2012, 7:30pm in the conservatory, at The Anchor.

If the community meeting room had become available by then it was agreed that the WMC would look to meet there.