

THE PRYORS LTD
Minutes to Membership of the Board Meeting Held
16th May 2023
Held online via ZOOM conferencing at 18.00

Board Members Present

Aaron Watkins (AW), Julian Cole (JC), Alp Guler (AG), Horace Ho (HH), Ivan Clark (IC)

1. Apologies for Absence

Noshewan Vakil.

2. Minutes of the Last Meeting held 7th February 2023

These were approved and Matters Arising were dealt with in the agenda.

3. Conflicts of Interest

IC identified relevant conflicts affecting his participation.
No other conflicts.

4. Decision and Actions taken since last Board Meeting

These are included in the minutes following.

5. Finance & Insurance

- i. 1st Quarter numbers received.
 - External repairs - £11,000 spent against budget £3,000. GS confirms that all repairs were necessary, and these are not expected to arise again so it should balance out within the next quarter.
 - Savings from gardening and landscape – Budget £6,000- spent £1,000.
 - Insurance has increased. GS confirms that the premium was reduced but the fee has been charged, this was not charged previously.
 - Lift maintenance is on track and under budget.
 - Management fees are as per the budget.
 - Overcharge on electricity – GS is still pursuing this issue with supplier.
 - IC – Porterage has increased from £75k to £82k in order to retain Nuno who had received competitive offer of employment elsewhere. GS Confirms that both Lee and Nuno’s salary is in line with the market (following increase) and that salaries will be reviewed and increased in line with market rates next budget year.
 - IC has chased Auditors.
 - Major works: Block A has used up contingency and expects the contingency to be used up in Block B.
 - IC asks about mapping out the stop cocks for insurance. GS has confirmed letters were sent out to leaseholders and only a handful have got back with responses.
 -

6. New Lease Updates

GS states that eight were passed for resolution and nothing further has been received. AW adds that many flats are very far advanced or completed and that there are few flats that lag significantly behind in the process. There will be a New Lease Group 'stock take' meeting in the summer.

7. Major works project

GS confirms that update from project group indicates works are looking very promising. The latest from Andy Cossey is that works are on track but there are slight issues with the flat front doors. Once the carpet is laid, the walls will be touched up and then no works are to be done internally. This means the remedial work to flat front doors will have to be taken outside the building and upgraded outside the building. GS confirms that leaseholder only covers the cost of the upgrade, and the decoration of the door is covered by the major works. Woodgrove is amending quotes and working out a schedule of when to do the doors. Andy will prepare letters stating upgrade to doors, cost time, etc.

AW asks about the practical/security requirements; GS confirms that there will be Woodgrove contractor outside those flats for security purposes when the most vulnerable flats are left open. JC questions if it is possible to have any door related works take place before the carpet is laid. GS confirmed that the arrival date of the carpet is still to be confirmed, also that there is a sticky layer under the carpet which needs to be removed, this is very labour and time intensive. All agreed that Andy and Woodgrove are to confirm exact proposal of works.

JC mentioned that there were comments about the colour of the lighting, that the white light would be better. AW questions whether it would not be sensible to intervene in the designers' and refurbishment sub-committee choices mid-process when the whole design is yet to have effect. HH states that the top floor of Block B has new light fitted in and the lights are on the warmer side. JC suggests that it may be to do with the ambient light and that this cannot be confirmed until all the lights are installed and completed. GS states that there are quite a few scuffs and marks around the internals. JC states that the ironmongery needs repainting and remediation, GS confirmed that Woodgrove have been made aware of this. Woodgrove will leave paints with Lee and Nuno so they can do touch ups as necessary.

IC asks if the conservation group have circulated the memo and GS confirms that this was circulated, and questions were put to the attention of the board. JC raises proposed paragraph to be inserted in relation to licences to alter requiring lessees to modify for safety reasons or to promote uniformity of appearance. GS states that new fire regulations state flat front doors should be checked at least once a year and that door alterations should be subject to LTA conditions. AW confirms that the wording of proposed new clause can be checked. Conservation sub-committee to clarify and elaborate merits and practicality on this.

Board is happy to allow for a conservation policy on front doors to individual flats.

IC mentions energy proofing as it was raised by a lessee. AW confirms that this can be revisited in the future.

GS and AW state that various car park issues are under consideration. Need to address material condition of car park. Query general willingness to embark on significant/costly external new works so soon after recent (and ongoing) projects. [Post meeting development: proposal is to beginning scoping out the different areas of work for the hard landscaping project with a view to ascertaining

possible costs and to assess how work can be divided into staggered individual parts. Assessment of project to commence over the summer period].

8. Individual flat issues

GS – Nothing new to state:

One flat nearing completion.

One flat causing issue to neighbouring property; dust and debris falling through the fireplace. This is under discussions with all parties.

One flat querying parking rights has not provided any more information regarding the existence of a parking licence.

Board of the opinion that the permit may be kept as a permission to park but not as a right and when flats are sold it is imperative that the paperwork is in order. JC would like the board to clarify and circulate its policy regarding the car parking permits. All confirmed that legal advice should be sought and clarified regarding car parking rights and entitlements.

9. LTAs

10. Health and Safety

GS: Red boxes are installed. Front doors programs are due to take place. Team safety services will be doing external wall system survey. Fire safety letter has been sent out. Plans are not complete, they will be updated and registered with the LFB. FRSA will be done after the internal works. Fire alarm training is due to take place for Ivan and Jenny for block A and Julian for block B (along with Lee and Nuno).

11. Lift Update

Lift survey was reviewed by Andy and the lift maintenance company are to quote for the updates and will do the smaller jobs that can be done under contract. In relation to the internal refurbishment, Woodgrove will be installing the cables up until the lift carriage and the lift specialists will be doing the final works and that is payable by Woodgrove.

12. Communications

HH has set up sign up form for the WhatsApp group and it can be tracked as to how many people are using it. A QR code could- be set up and displayed on the notice boards. AW has received lessee offer of assistance re reestablishing Pryors website. This will be further discussed with lessee and HH. One lessee has mentioned that it would be beneficial to announce the Pryors' refurbishment by getting 'The Ham and High' to photograph the internals when they are complete.

13. Caretakers

Nuno's salary has been increased from £26k pa to £30k pa in response to a (confirmed) offer (£32k pa) he had received from another block wishing to employ him full time. Nuno expressed his desire to continue working at The Pryors. Nuno is a valued member of The Pryors team. £30k pa was acceptable to all parties.

No other issues, Lee and Nuno doing exceptional work day to day.

14. Garden group

No update to provide. Jose is generally thought to be a very good gardener, and he has been given an appropriate increase in wages.

15. Pryors solicitors and auditors

AW – Sensible to seek legal advice related to car parking issues under active consideration.

16. Auditors

IC and GS still chasing.

17. New Board Members

Block A: [None coming up for election at next AGM], Block B; tbc [Post meeting update: Pauline Almeida is standing for election for Block B as Horace Ho rotates off].

18. Coronation Event

Coronation event was a great success and thanks were recorded to all those that helped arrange it.

Next AGM : Tuesday 12th September 2023

Next Meeting: 22nd August 2023 at 6:00pm

With no further business, the meeting was closed at 8:30pm