

**THE PRYORS LTD**  
**Report to the Membership of the Board Meeting Held**  
**17<sup>th</sup> June 2025**  
**Held in Flat 24 The Pryors at 18:30 and by Zoom Teleconference**

**Board Members Present**

Aaron Watkins (AW), Julian Cole (JC), Jennifer Blumhof (JB), Ivan Clark (IC), Pauline Almeida (PA) (by video), Matthew Getz (MG)

Georgia Solaja (GS) of D&GBM (by video)

**Apologies for Absence**

No apologies.

**1.Minutes of the Last Meeting held 25<sup>th</sup> June 2025**

The minutes of the last meeting were approved, and Matters Arising were dealt with in the agenda. A report to members was circulated.

**2.Conflicts of Interest**

JC - Flat 54a

IC - Flat 56

**3. Decision and Actions taken since last Board Meeting**

These are included in the minutes following.

**4. Finance & Insurance**

IC informed the Board of a surplus following the completion of year end accounts December 2024. The accounts will be signed off by D&GBM and circulated to all leaseholders. Current expenditure shows a surplus for this half year mainly due to high budget on health and safety. Two leaseholders are in arrears and GS has been instructed to take legal action as necessary.

GS obtained two alternative auditor quotes, saving between £2k and £4k per year.

No news on insurance.

**5.New Lease Group Update**

Flats 49 work is continuing and there is no news on Flat 32.

**6.Major works projects**

**Car Park/ Hard landscaping project (HLP)**

- The Board expressed concerns about high tender costs received from contractors for HLP, with Redwood's quote of £507,084 being the most competitive of three options, though significantly higher than pre-pandemic estimates. It was decided to await further explanations from the contractors before making a final decision. Consideration was given to 14-week timeline for the car park work and discussed the possibility of zoned work to minimize disruption. The funds would need to be collected before signing the contract.

**POST MEETING UPDATE.**A special Board Meeting was held 10<sup>th</sup> July on Zoom. Andy Cossey was present to deal with queries. The tenders were considered in detail and there was a unanimous vote to that Redwood should be selected for the project, subject to the ongoing section 20 consultation process and any observations received as part of that process.

**7.Licence to Alter (LTA) Guide booklet / update**

Latest 'wet over dry' policy should be added to House Rules and the LTA to be circulated to all. MG to send wording to GS with the policy which she can circulate to leaseholders. **POST MEETING UPDATE.** Done.

## 8.Planned Maintenance Programme (PMP) discussion on moving this forward

GS informed the Board Anthony Patrick Associates Ltd.(APA) fees would be approximately £3,000 to £4,000 for a PMP report as they would treat it similar to CAPEX plan with visit to site, surveying and producing a report. The Board considered whether it would bring value especially at the time when funds were needed for HLP. **POST MEETING UPDATE.** This issues will be discussed at the next BM.

## 9. Current maintenance issues:

- **Lifts**

GS circulated a quote of £4,960 + VAT from Elan Lifts to replace the door tracks. The Board approved and asked GS to inform all residents in writing of the works giving them notice.

- **Block A portico**

Block A portico looks tired and GS to liaise with JRB in order to organize works. **POST MEETING UPDATE** Done. JC is looking into organising work to Block B's front door which is in need of some maintenance.

## 10. The Pryors data and record keeping

With MG who is working on it.

## 11. The Pryors website and handbook

To be discussed in later meetings.

## 12. Individual flats issues

These were discussed and those involved/affected will be communicated with directly.

## 13. Licence to Alter

- **Flat 10** – nearing completion.
- **Flat 31** – covered in **12**.
- **Flat 46** – AC waiting to receive documents from the leaseholder in order to produce a sign off letter.

## 14. Health, Safety and Security

- **Block A gas smells** – reported by a lessee. Senior Caretaker Lee Mullan measured the readings, found them to be zero. He will keep monitoring as GS prepared a logbook for him to keep. Gas boiler flue issue is to be revisited during next major works and the Board noted that individual requests for gas flow modifications would be considered on a case-by-case basis.
- **Building Safety Case (BSC)update** – BSC group working on a draft. MG involved in 'the golden thread' aspects of the project.
- **Fire alarm update** – no new issues.
- **Fire safety** - The board discussed fire safety systems, confirming that the primary system is the fire alarm coupled with immediate evacuation, with compartmentalization as a backup.
- **Flat fire doors update** - The meeting focused on fire door compliance issues, where Andy's recent inspection revealed that 19 doors have no defects while 6 require repair. GS reported that Woodgrove, who previously conducted remedial work, is reluctant to return for additional repairs. The group agreed that Andy Cossey will discuss with Woodgrove about completing necessary works to ensure compliance before the upcoming AGM, and Georgia will proceed with training for the head caretaker to conduct future inspections. **POST MEETING UPDATE.** Lee Mullan has now completed external training.

## 15. Garden Group update

Discussion on garden benches condition held, caretakers are to monitor garden furniture and report any issues to the garden group.

#### **16. Conservation Group update**

No issues to discuss currently.

#### **17. Caretakers update**

No issues to discuss.

#### **18. Any other business**

- PA announced her departure from the board and the MMG, and the board decided to allow the remaining five members to progress recruitment of one more member and to develop their own operating plan, while maintaining that any spending would require board approval.
- MG pointed out deeds don't need to be witnessed when signed by Board members, GS to amend that on the template licence.
- Keypad codes to be changed by one number after each major works.
- The Board has sent their condolences to Joan Noble on the death of her husband Peter. The Board wished to record The Pryors indebtedness for all of Dr Noble's invaluable voluntary work for The Pryors work over many years.

#### **19. Date of next BM and AGM**

BM Wednesday 3<sup>rd</sup> September 6pm

AGM Tuesday 9<sup>th</sup> September 7pm

With no further business, the meeting was closed at 9:00pm.