

**OYSTER QUAY MANAGEMENT LIMITED
MINUTES OF BOARD MEETING
HELD ON 22nd JANUARY 2025
HELD AT THE PORT HOUSE**



Directors: Chris Queen (CQ)
John Collins (JC)
Roy Pennells (RP)
Chris Broadbent (CB)
Tony Feeney (TF)

Ruth Smith (RS) – PS&B Senior Property Manager

Apologies: Tony Tetchner (TT)

CHAIRMAN'S INTRODUCTION

CQ opened the meeting and thanked everyone for their attendance.

NON-CONFIDENTIAL

1.0 PREVIOUS MINUTES & ACTION LIST

1.1 Previous Minutes

The minutes of the Board meeting held on 11th December were reviewed and approved.

1.2 Site Office Action List

The action list was discussed with updates being provided by PS&B as follows:-

1.2.1 Cladding Remedial Works – JC advised that he is still experiencing issues with submitting of the report to Homes England but has managed to get the reports submitted this month.

1.2.2 FRA Apartment Fire Doors – delayed to due staff issues.

1.2.3 All other previously reported site action matters will be updated in due course.

1.3 Estate Monthly Calendar

No changes or comments.

1.4 Estate Team/Incident Report

07/12/24 – Marquee storm damage. The Board approved a new marquee should be sought and costs are being investigated.

02/01/25 EV Vehicle – The Board have confirmed this will be scrapped.

14/01/25 – Brick-built toilet. JC discussed the outcome of the architect visit concerning the outside toilet block. The Board approved the project and draft plans will be prepared and submitted to the Board for approval. The Board agreed that this project will be funded from reserves as this will benefit all leaseholders. This will be a Section 20 and consultation will follow in due course.

2.0 The Estate

- 2.1 The Board discussed and agreed to review the Pet Consent Policy. It was agreed that this will be changed to reflect recent concerns and that every pet consent will be considered on its own merits. CQ will update the policy and issue to all. **CQ to action.**

TF joined the meeting at 11.00am

- 2.2 Electricity Meter Charges – The Board agreed to review the question from a leaseholder concerning the rate. RS to review the charges for 2023 and 2024 and provide the board with an overview of recent charges. The charging process was also discussed and it was agreed that for those garages where a meter read had been supplied then a estimated charge of £50 will be raised. **RS to action.**
- 2.3 Rats have been spotted in the bin areas, it was agreed to review the pest control and ask them to return. **RS to review with estate staff.**
- 2.4 It was noted that the lid of the storage bin has now been removed.
- 2.4 A leaseholder has asked if the Weights in the gym could be moved to the center of gym. The board asked if there is a sound mat under the weights. **RS to investigate with estate staff.**

3.0 Communications

No comments or changes.

4.0 Berths & Marinas

Pontoons and jet washing to be added to the March agenda.

5.0 Health & Safety

- 5.1 Cladding Update – JC advised the Board that all documentation has to be approved. The preliminaries were supplied to the Board for review, directors advised that they were support in principle subject to review. Planning application is ready to be submitted. JC advised the Board and there was a question over whether we were in the right cladding scheme due to the level of risk, i.e mid-rise or high rise, however this has since been confirmed that the funding scheme was correct.
- 5.2 Building Safety Act – It was agreed that the building should be registered with The Building Safety Regulator. RS explained the procedure for registering the building and that PS&B's compliance manager would need to registering the building, after which key building information would need to be submitted, a safety case report and resident engagement would follow. The Board agreed that PS&B should register the building and deal with any associated matters concerning that registration process.
- 5.3 Gulleys around the asphalt and paving stones present a trip hazard. RS to review with estate staff and action this. **RS to ask Estate Staff to provide a list of all trip hazards. Warning signs to be added to the worst areas. RS to action a repair asap. Funnell Howard to provide a quote.**

- 5.4 Sauna Replacement – to be discussed at the next board meeting.
- 5.5 Gym Equipment Quote – work order has been raised. RS to chase FitHire for installation date.
- 5.6 Scaffold Tower – clearing out the gutters, it was agreed that a scaffold is necessary to complete this task.
- 6.0 Security**
Co Tags – agreed that this would be done via email with the Board and would be subject to discussed and agreement. Insurance to be checked,
- 7.0 ANY OTHER BUSINESS – NON-CONFIDENTIAL**
- 7.1 RS advised that a preliminary date of 27th Jan was set for Hampshire Fire & Rescue to attend site. RS to confirm date and time.

CONFIDENTIAL

8.0 FINANCE

- 8.1 Monthly Financial Reporting – CB attended PS&B offices and discussed with Paul Jackson the level of financial reporting as per the management agreement that OQML require. Paul will provide this reporting. RS to discuss with Paul about rental income and RS to get Paul access to Marina Life Homes portal.
- 8.2 155 % query – CQ asked JC to explain the outcome of the study on the historic percentage query. JC confirmed that leaseholders that purchased a garage or car bay would have a supplemental lease which shows the percentage changes. It was raised that a deed of variation should be raised by the seller/buyer. It was agreed that Warner Goodman write to 155 concerning their % query. CQ to action and write to Helen of Warner Goodman and to obtain costs for a deed of variation.
- 8.3 Salary Review (SP) – The Board decided that a salary review would be discussed at the next board meeting.
- 8.4 PS&B Banking Issue
- 8.4.1 The Board requested a statement from PS&B concerning the current banking issues. POST MEETING NOTE – this issue was resolved the same day and normal banking has resumed.
- 8.4.2 Mr Haigh will be advised by CQ that his payment will be made in due course.
- 9.0 ANY OTHER BUSINESS – CONFIDENTIAL**
- 9.1 Letter of Engagement for A.J.Wheeler for accountancy purposes to be signed and issued to RS.

9.2 Staff Matters

Following a termination hearing with TF and Jason Pycroft, it was confirmed that Jason's employment was terminated today (22/1/25) with one weeks pay and any accrued holiday pay. Letter to be sent Thursday 23rd Jan to Jason confirming his termination. It was noted that Jason did bring representation to the hearing. Jason was given the opportunity to appeal. He confirmed he has no interest in appealing. Tony commented that following Mr Peter Reed's report later during the meeting, a discussion is required about Steve's return. It was agreed that any reference request for Jason will state he left due to irreconcilable differences during the probation period.

It was agreed that the newsletter should state SP is back and this should go out asap in line when Steve is back on duty.

Below is a conclusion following a request to Mr Peter Reed (independent party) to investigate the allegations made by Jason Pycroft in a letter addressed to the board and residents of Oyster Quay:

I found the Coverack Gate explanations to be credible and if there has been no specific expenses claim made there has been no fraudulent activity. As long as PS&B and AST confirm this no action should be taken. I'm comfortable that the explanation was satisfactory. In my professional opinion the health and safety allegations were vexatious and made to undermine both witnesses. I have seen the letter and have spoken to both Steve and Paul and asked specific questions. I found them both credible and they had satisfactory explanations and I have no concerns.

I can see no evidence of fraudulent behaviour or a disregard for what would normally be regarded as good management practices. There are opportunities for improvement but with regard to the specific allegations made in the letter I can see no case that requires answering. I would suggest formal recorded training for height work to ensure correct procedures and equipment are always used. This would help protect both the board and the employees. Point 16 of the contract allows for a grievance to be raised with the site manager in the first instance but does not allow a different approach if the grievance is with the site manager. I provide this statement as an independent investigator with no interest, bias or previous involvement with the Oyster Quay Management Limited or with any of the individuals requiring investigation.

The full report was subsequently sent to all directors for their information and review.

Following on from this the following was discussed:

Grievance procedure – it was clear that no grievance procedure was in place, however this has since been resolved.

Working at Height – Steve confirmed that no formal training has been undertaken. RS to discuss with the estate team and arrange formal training.

It was raised by TF that there are a number of What's App message between Jason and Paul which may raise an issue, TF will share these messages with the Board for further review. RS asked whether the message via What's app between Paul and Jason need to be investigated before re-instating Steve. The Board that there was no justification at this moment in time to take any further action but would review this further.

Mr Peter Reed left the meeting at 12:53pm. The board agreed that Chris Queen would advise Steve as a result of the process that his employment would re-commence on Friday morning (24th Jan).

Management of the site was briefly discussed and further discussions are required in how the site is managed by PS&B and the estate team. Whilst the Board are happy with flexible working, it was agreed that SP should be advising RS as and when he would be off site.

AGM Minutes – it was noted that there are still some changes to be made before they can be approved.

Date of next meeting – 12th March 2025. Venue – The Port House.

There being no further items to discuss, the meeting closed at 13:40pm.