

**BOARD MEETING of the LONDON YARD MANAGEMENT COMPANY held
at 12 Beaufort Court, Admirals Way, London E14 on 24th July 2008**

Present:

Frances McKeith (FM) – Chairman
Sally Anne Hill (S-AH)
James Rimmer (JR)
Nicola Wildman (NW)

In Attendance: Maresa Collins (MC) – Wood Management, Ron Coverson – Company Secretary.

Apologies for Absence: Mark Ferris (MF), Barbara Gorrie (BG), Shan Lloyd-Packer (SL-P)

1. Minutes of Previous Meeting. The minutes of the previous meeting (26th June 2008) were approved as an accurate record.

2. Matters Arising. There were no matters arising not dealt with elsewhere on the agenda.

3. Security Review. A list of security incidents in London Yard compiled by Barbara Gorrie indicated that the majority of incidents took place in the evening and soon after midnight. It was agreed that the possibility of changing the security guard hours be from 2 p.m. to midnight to 4 p.m. until 2 a.m. should be examined. It was considered possible that a security guard may not be able to get home after his shift.

Action: Maresa Collins to discuss with the security contractor.

4. External Repairs and Redecoration.

a. Consultation Meeting. It was agreed that Frances McKeith, James Rimmer and Shan Lloyd-Packer would attend the consultation meeting for the works to be carried out on 14-96 and 13-63 Amsterdam Road.

b. Frans Hals Court. Maguire Brothers have met with one of the lessees concerned but has been unable to make an appointment with the other lessee.

c. 14-96 and 13-63 Amsterdam Road. It was agreed that a schedule of works be provided together with an information pack to the consultation meeting.

Action: Maresa Collins.

5. General Estate Maintenance.

a. Post Boxes. Two complaints have been received about the size of the post boxes and that mail can be stolen from them, respectively. It was agreed that the directors should examine them during their next site walk and that the contractors should be approached for advice.

Action: Maresa Collins to discuss the matter with the contractors.

b. Caretaker. It was agreed that the caretaker should be able to undertake more of a

