

Welcome to Perseverance Works

www.perseveranceworks.co.uk

Perseverance Works Freeholders Ltd (PWFL) is a unique company owned by the Shareholder/Tenants who make up the community of 400 people who work and live here. The original PW Residents Association became a limited company in January 2000 and since then, has had sole responsibility for the running of the site.

Because PWFL owns the freehold interest, no business or resident is subject to the priorities or agendas of an off site property management company or Landlord. So, it is able to run the entire site solely for the benefit of those who work and live here. The **ethos** of the Board of PWFL, then, might best be described as a commitment always to ensure both **efficient and friendly management** of Perseverance Works so that a **sense of community** continues to thrive.

A Board of seven Directors, together with a Chairperson and Company Secretary, runs PWFL. The Board meets at 1.00pm on the second Tuesday of every second month, with a Facilities Management meeting in the alternate months. Shareholders and Tenants are invited to raise any site issues for both meetings by email, worksnews or letter. Formal minutes are taken of all the meetings, which are subsequently sent to Shareholders/Tenants, usually by email. Back copies of these minutes, together with PWFL accounts and budgets are available from PW's website. (<http://www.perseveranceworks.co.uk/documents-and-forms>)

Service Charges

PWFL manages the site on a not-for-profit basis although there is a small amount of commercial activity. All premises at Perseverance Works attract service charges and ground rent. The charges are apportioned as a percentage of the total and are based on a square footage calculation. The percentage charged is defined in each head lease of governing individual properties. Each property will attract a general and/or specific charge and the amounts collected pay for security, refuse collection, site management, accountancy, book keeping, lighting and the cleaning of communal areas, etc. **Service Charges are charged at cost only** and this represents the non-profit making element to PWFL. This has enormous advantages to businesses and residents alike because:

- all monies raised through the service charge go towards maintaining and securing the site;
- Every Shareholder has an equal say and is able to comment on issues concerning the running and well-being of the site.

PWFL also engages in a limited amount of commercial activity, mainly in the area of **Photographic Location hire, car parking and Internet advertising** operations. Often revenues raised in this way are re-invested in the provision of improved or new facilities for all who work and live at PW.

Facilities

PWFL engages the services of a Facilities Manager (FM) to handle the day-to-day facilities management. The FM attends the meetings each month, and is briefed by the Board on the current projects and repairs for the PW site. The FM provides

quotations for intended works for the Board's consideration and ensures that the PW site complies with current Health and Safety and Insurance and Fire regulations. All Shareholders and Tenants are invited to contact the Facilities Manager concerning repairs and maintenance.

A full list of trade suppliers and services (everything from bookkeeping to plumbers and carpenters) can be found at:

www.perseveranceworks.co.uk/trade-suppliers

Kate Taylor undertakes PWFL accountancy. Together with the Board, Kate prepares budgets and invoices on a quarterly basis to enable PWFL to meet the commitment to Customs and Excise and allows Service Charge payers to reclaim their VAT- where applicable.

Website

PWFL's own website, www.perseveranceworks.co.uk, lists the contact details of businesses located at PW. It is an invaluable resource for everyone, especially since it also provides information on:

- site management
- security
- a shareholder's site for access to insurance, shareholder/tenancy forms, and audits
- PWFL Facilities Management and Board Meeting Minutes
- service charges
- photography and film shoot details
- car parking at PW
- refuse collection and recycling*

*Perseverance Works introduced a comprehensive recycling scheme on the 4th of August 2008. The introduction of this scheme changed all our refuse collection services. Black bin sacks are no longer collected since all refuse is divided into blue and orange bags and collected by Bywaters, our recycling service providers.

Please do not leave any bin sacks on the floor by the bins as this will attract an additional fee for lifting and removing of £0.60 per bag ... as well as the cost implications this action will also attract rats and other vermin

PWFL arranges a monthly skip for all , this usually arrives on the last Friday of each month and is collected on the following Monday. Please do not put any computer or printer equipment along with any white goods such as fridges , freezers or washing machines into the skip, these items are not allowed in land fill sites.

Computer equipment is collected on a regular basis, please contact Sam at security for further details.

Worksnews

In addition, the website has '**worksnews**' and a contact page should anyone have any further queries. Everyone is encouraged to sign up to 'worksnews' to receive information on security issues, door code changes, general site information and any planned events including summer parties and charity wine

tastings. Visitors to the 'members section' section will need a password which is available from and at the discretion of the Chair of the Board. pk@perseveranceworks.co.uk This online facility adds to the sense of community inherent in the ethos of Perseverance Works and helps to encourage communication within the group.

Visit the worksnews info Page at:
<http://list.pacificstream.net/mailman/listinfo/worksnews>

Vehicle Access

Vehicle access is Via 25 Hackney Road E2.

We **DO NOT** allow parking in the courtyard and surrounding alleyways. Waiting time is limited to 20 minutes there are no exceptions.

Contractors visiting the site

If you have contractors visiting the site for general/ specific maintenance within your property please contact Sam at security in advance as we strictly control access so as to allow all others here to enjoy regular daily use. **Sam has been instructed to turn away any contractor he has no prior written notice of.**

Car Parking

We have limited daily car parking available. Please contact Sam at Security on 07787063678 or security@perseveranceworks.co.uk

This is payable on the day and is £10.00p

Contact details:

Paul King (Administration)	07860 538888
Kate Taylor (Accounts)	07876 356523

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