Admiral House, Cardiff

Summarising Minutes of a Directors Skype Meeting
14th April 2015

Directors Present:	Mr E Davies (ED)	(Chair for meeting)
	Mr M Currie (MC)	(joined meeting during AH 33/15)
	Mr N Jarjis (NJ)	
	Mr P Parry (PP)	
	Mr G Garrard (GG)	
In Attendance:	Mr N Gregory (NG)	WPP – Managing Agent

Apologies:

Not applicable

The meeting opened at 18.01 p.m.

AH 28/15 Quorum

Those present resulted in a quorum.

AH 29/15 Chairman's appointment

** took Chair.

AH 30/15 Declaration of interests

No new declarations of interests were noted.

AH 31/15 Previous meeting's minutes and matters arising

The minutes of the meeting dated 10th March 2015 (which were dispatched 23rd March 2015) were accepted as a true record of the meeting.

Matters arising would be discussed during the meeting.

AH 32/15 Action log

The Board reviewed the Action Log Schedule of the Minutes dated 10th March 2015 with an update being noted at the end of these minutes.

AH 33/15 NRML Financial and Performance Reporting

- **Consider 2014 Annual Accounts**

Due to the fact that in excess of £100,000 was allocated to Admiral House Resources Limited's expenditure in the previous financial report the figures appeared to have risen by a considerable sum. This was in fact not the case.

** would discuss and agree with Angela Morgan-Rose (AMR) of WPP as how best this aspect be presented to the members.

- **To determine any balancing charge for the 2014 financial year.**

A balancing charge was required to recoup unbudgeted expenditure. After discussion all present confirmed the shortfall should be billed back to the leaseholders. The charge would be issued by way of invoice in mid June at the same time as the second half yearly charge was issued. The overspend was around £10,600 which equated to £63 per leaseholder (although varying charges would be applicable dependent upon apartment size). ** would raise a query with AMR in regard to the car park allocations. Other than this outstanding point all present confirmed their acceptance of the accounts.

- **To receive an update on 2015 budget v actual**

** asked that the presentation of BvA analysis be altered to accommodate monthly and annual figures (pro-rata to anticipated expenditure) together.

- **To receive an update on 2015 service charge debtors list**

Consideration of service charge accounts confirmed debt management had improved notably with some significant longer term arrears also finally being recovered.

AH 34/15 **<u>24/7 Concierge</u>**

To consider the requirement for this service

The meeting considered the summary of incidents which had been encountered by the Concierge outside standard working hours. The content, which had been collated by Karl Ashton (KA), was considered to support the continuation of a 24/7 Concierge service although to carry credence that the happenings weren't indicative of a 'bad few months' a further 2-3 month report would be made for further consideration at the next Board meeting.
Thereafter the topic would be re-considered around budget time each year to demonstrate continued good governance.

KA would be thanked for his work collating the incidents.

AH 35/15 **<u>Time and Date of next meeting</u>**

Next scheduled Skype meeting - 6.00pm Tuesday, 9th June 2015

AH 36/15 **<u>Any other Business</u>**

There being no other business, the meeting closed 19.01pm

N Gregory
27th April 2015

Actions arising from NRML minutes 14.04.15

Min Item	Action	Action by	Status
AH 40.2/13	PPM	WPP	NG had put forward a summary of the anticipated costs potentially to be encountered within the next 10-15 years. WPP would supply further information for the next meeting; ultimately allocations could be introduced into future budgets.