Admiral House, Cardiff
Newport Road Maintenance Limited

Summarising Minutes of a Directors Skype Meeting
21st November 2017

Directors Present:	Mr E Davies (ED)	(Chair for meeting)
	Mr G Garrard (GG)	
	Mr N Jarjis (NJ)	
	Mr M Currie (MC)	
In Attendance:	Mr N Gregory (NG)	WPP – Managing Agent

Apologies: Apologies received from:

No apologies were received although ** referred to the resignation of ** earlier in the day. ** had asked (by email) that text he had forwarded both be posted on the Admiral House website and pasted into the final text of these minutes.

Following legal advice on the Directors' accountability in regard to publishing the letter it was subsequently established that holding the letter on the Company Secretary's file would be appropriate.

AH 39/17 **Quorum**

Those present resulted in a quorum.

AH 40/17 **Chairman's appointment**

** took Chair.

AH 41/17 **Declaration of interests**

** asked all directors to ensure the declaration of interests was updated as and when needed.

AH 42/17 **Previous meeting's minutes and matters arising**

The minutes of the meeting dated 29th August 2017 (which were dispatched 15th September 2017) were accepted as a true record of the same.

Matters arising had either since been addressed or would be discussed during the meeting.

AH 43/17 **Action log**

The Board reviewed the Action Log Schedule of the Minutes dated 29th August 2017 with an update being noted at the end of these minutes.

AH 44/17 **NRML Financial and Performance Reporting**

- **To receive an update on 2017 YTD financial performance.**

NG informed the meeting that expenditure overall was minimally inside the budget and after discussing further related aspects the position was considered satisfactory.

- **To receive an update of service charge debtors**

Service charge debt was considered. Overall the position was considered satisfactory.

AH 45/17 **Consideration of the 2018 Service Charge**

This was discussed although due to accessing difficulty (due to spreadsheet formatting variations) the Board agreed the service charge in principle and delegated a review and recommendation on the final charge to **.

Further to the meeting the service charge was agreed as was the Directors' End of year report.

AH 46/17 **Cracked render**

NG advised the meeting that Curtins (Structural Engineers) had submitted a final summarised proposal. In order the Board could demonstrate good and impartial governance (should it ever be challenged) NG was instructed to contact two further firms of Structural Engineers in order to obtain 'second and third opinions'.

At the time of writing the minutes these second and third opinions are awaited (although they have been chased). Once to hand the Board would reconvene with a view to taking on the comments of all three Structural Engineers; this in turn would enable Board agreement to give formal instructions to Curtins to take the process forward.

It was only upon clarification of definitive costs that the second stage documentation Section 20 Consultation could be issued.

AH 47/17 **Review of 2016 AGM**

The draft minutes were approved as a true record of the meeting; these would be posted to the Admiral House website.

The venue and date of the 2018 AGM was agreed as the Brecon Suite, Mercure Hotel, 6.30pm, Monday, 17th September 2018. This would be conveyed to the members in the circular to be issued with the 2018 budget and corresponding first half yearly service charge demand.

AH 48/17 **Car Lifts**

NG advised the meeting that Bailey Elevators were to withdraw from servicing the car lifts. Whilst numerous lift companies had been invited to tender for the work as the lifts were in effect moving platforms as opposed to confined cabins only one (Concept Elevators) was willing to take on the work.

AH 49/17 **Scheduled Maintenance Plan**

Other than the cracked render (which was clearly a major concern); no works other than those considered to be standard and within the budgeted costs were anticipated.

AH 50/17 **To receive the following Operating Reports**

- **Building Maintenance**

The weekly site report was briefly referred to although it was agreed the salient topics within had already been covered earlier in the meeting.

- **KPI Report**

The KPI was briefly considered with it being noted that whilst occasionally veering off optimum performance in one or two categories ostensibly all aspects appeared in reasonable order.

AH 51/17 **Staff time keeping / reprimand**

One of the members of Concierge staff ** had been reprimanded for taking unauthorised time off. A formal warning had been issued by both Karl Ashton (head concierge) and Angela Morgan-Rose (WPP) at a meeting. They advised ** any recurrence would result in gross misconduct and ultimately loss of employment.

AH 52/17 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 27th February 2018 although an earlier meeting to discuss the render alone was likely (date to be established in due course).

AH 53/17 **Any other Business**

No other business was discussed

No further business was discussed thus the meeting closed at 19.21PM

N Gregory – NRML Company Secretary
31st December 2017

Actions arising from the minutes dated 21.11.17

Min Item	Action	Action by	Status
AH 07/16	Cracks to rendered elevations	Numerous parties from Surveyor & Structural engineer through to various contractors	Awaiting comments on Curtins' findings from second and third Structural Engineers.