Admiral House, Cardiff
Newport Road Maintenance Limited

Summarising Minutes of a Directors Skype Meeting 23rd February 2021

Directors Present:	Mr E Davies (ED) Mr N Jarjis (NJ) Ms S Morris (SM) Mr P Parry (PP) Mr M Currie (MC	Chair for meeting
In Attendance:	Mr N Gregory (NG)	WPP – Managing Agent

Apologies: Apologies received from:

N/A

AH01/21 **Quorum**

Those present resulted in a quorum.

AH02/21 **Chairman's appointment**

** took Chair.

AH03/21 **Declaration of interests**

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

AH04/21 **Previous meeting's minutes and matters arising**

The minutes of the meeting dated 23rd November 2020, dispatched 28th January 2021, were accepted as a true reflection of the meeting.

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

AH05/21 **Action log**

The Board reviewed the Action Log Schedule of the Minutes dated 23rd November with an update being noted at the end of these minutes.

AH06/21 **NRML Financial and Performance Reporting**

- **To receive an update on 2021 YTD financial performance.**

** informed the meeting that expenditure was underbudget relative to the time of year although as it was only 7 weeks or so into the financial period that such information was less important than in the latter stages of the year.

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

Service charge debt was discussed and considered to be along the lines of expectation.

AH07/21 **Cracked render**

Whilst Curtins' recommendation of engaging with SMK Building & Maintenance Limited to undertake alternative repairs had previously been approved a late alternate approach of Thermocork would be investigated, whereupon the Section 20 Consultation process could continue.

Thermocork was subsequently discounted due to it being considered unsuitable as there was insufficient evidence of its ability to meet fire regulations.

AH08/21 **To receive the following Operating Reports**

- **Building Maintenance**

The Building Manager's report of maintenance was briefly discussed, the main concerns were the leaks and lift maintenance issues.

- **KPI Report**

The KPI was briefly considered with it being agreed its presentation was indicative of the position.

AH09/21 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 8th June 2021 although an earlier meeting to discuss the render / any other matters if applicable was possible (if so, the date would be established in due course).

AH10/21 **Any other Business**

No further business was discussed thus the meeting closed at 18.55PM

N Gregory – NRML Company Secretary 3rd June 2021

Actions arising from the minutes dated 23.02.21

Min Item	Action	Action by	Status
AH 07/16	Cracks to rendered elevations	Numerous parties from Surveyor & Structural engineers through to various contractors	Investigate Thermocork option