Admiral House, Cardiff

Summarising Minutes of a Directors Skype Meeting
27th October 2015

Directors Present:	Mr E Davies (ED)	(Chair for meeting)
	Mr M Currie (MC)	(Joined meeting during AH 71/15)
	Mr P Parry (PP)	
	Mr G Garrard (GG)	
	Mr N Jarjis (NJ)	
In Attendance:	Mr N Gregory (NG)	WPP – Managing Agent

Apologies:

Not applicable

The meeting opened at 18.04

AH 63/15 Quorum

Those present resulted in a quorum.

AH 64/15 Chairman's appointment

** took Chair.

AH 65/15 Declaration of interests

No new declarations of interests were noted.

AH 66/15 Previous meeting's minutes and matters arising

The minutes of the meeting dated 18th August 2015 (which were dispatched 7th September 2015) were accepted as a true record of the meeting.

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

AH 67/15 Action log

The Board reviewed the Action Log Schedule of the Minutes dated 18th August with an update being noted at the end of these minutes.

AH 68/15 2015 AGM Minutes

The draft of the minutes of the meeting (dated 14th September 2015) were approved for publication on the AH website.

AH 69/15 **Sale of car parking spaces**

Remaining spaces could be purchased at a lower cost of £6.5K per space. WPP would canvas previously interested parties as to interest citing intention to purchase needed to be backed up by way of a £500 deposit (with conditions).

Since the meeting it appears [if required] take up of the spaces could be through the members of the Board alone and additionally that the service charge debt owed by Simon Brock and Ken Ross for 2013 and 2014 for their unsold spaces would most likely be set off against 2 further spaces they wished to sell - although 2015 charges would need factoring in too).

NG to report back in due course.

AH 70/15 **Concierge services**

The meeting were satisfied the demands made by some residents on the Concierge team had been a transient concern. Karl Ashton was to supply a list of the duties he (and other staff members in a lesser capacity) undertook to ensure this concern did not recur.

Christmas Concierge cover would be as with previous years, with bonuses of £50 being paid to each member of the staff.

NG advised the meeting that holiday entitlement had not altered for the staff at any time. It was agreed that NG and ** should consider this further (especially for those who had served the residents faithfully for in excess of 5 years) for the purposes of the 2016 staff cost budget.

AH 71/15 **NRML Financial and Performance Reporting**

- **To receive an update on 2015 YTD financial performance.**

The meeting considered the YTD figures which detailed expenditure to date was within budget.

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

Debt was lower than at any time previously although ** asked that in future all debtors be included in the report not just those with outstanding balances of £350 or more.

Furthermore ** would, on behalf of the Board, liaise directly with WPP to determine and agree the finer details of the 2016 service charge budget.

AH 72/15 **Scheduled Maintenance Plan**

- **To consider the progress on resolving rain water leaks**

Recent works as previously agreed appeared to have resolved the leaks to several apartments although a sustained period of poor weather was required to confirm this.

The external access platform was operational and would remain so in order to be utilised as and when required in future.

- **To consider the maintenance plan for 2016.**

It was agreed that outstanding 'wish list' issues such as cosmetics to the lifts (broken handle and damaged panelling) as well as corner protectors to numerous floors should be targeted if not before the close of the current year then early next as many longer standing issues had been successfully addressed.

AH 73/15 **Scheduled Maintenance Plan**

**, NG and Karl Ashton would meet at Admiral House to move matters forward with regard to banners utilising the flag poles.
This meeting has since occurred and firm prices for the requirements are to be obtained.

No other works were noted specifically (other than those to be targeted by way of cyclical maintenance as and when considered necessary).

AH 74/15 **To receive the following Operating Reports**

- **Building Maintenance**

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

- **KPI spreadsheet**

The KPI for the first ten months of 2015 was considered.

AH 75/15 **Time and Date of next meeting**

Next scheduled Skype meeting – 6pm Tuesday, 19th January 2016

AH 76/15 **Any other Business**

- NG would contact the Mercure Hotel with a view to booking a function room / setting the AGM date.
  Once determined this would be conveyed to the members in a circular (to be drafted by ** and **) which would be dispatched at the same time that the first half yearly service charge invoices for 2016 were issued.

The meeting closed at 19.15

N Gregory – NRML Company Secretary
16th November 2015

Actions arising from NRML minutes 27.10.15

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 and ** would consider these further for allocating into the 2016 budgets and onward