Admiral House, Cardiff
Newport Road Maintenance Limited

Summarising Minutes of a Directors Skype Meeting
27th February 2018

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 receivedfrom:

No apologies were received as all directors were present.

AH 01/18 **Quorum**

Those present resulted in a quorum.

AH 02/18 **Chairman's appointment**

** took Chair.

AH 03/18 **Declaration of interests**

** asked all directors to ensure the declaration of interests was updated as and when needed. Since the meeting the log has been updated as MC has acquired a further property.

AH 04/18 **Previous meeting's minutes and matters arising**

The minutes of the meeting dated 21st November 2017 (which were dispatched 31st December 2017) were accepted as a true record of the same barring the clerical error of the referral to the 2016 AGM, which should have stated 2017 AGM.

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

AH 05/18 **Action log**

The Board reviewed the Action Log Schedule of the Minutes dated 21st November 2017 with an update being noted at the end of these minutes.

AH 06/18 **NRML Financial and Performance Reporting**

- **To receive an update on 2018 YTD financial performance.**

NG informed the meeting that expenditure was inside the budget although with it being so early in the financial year it wasn't hugely meaningful.

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

Service charge debt was considered. The sums included the first half yearly charge (factoring in all due sums through to 30th June 2018 as many parties paid monthly); the overall position was considered satisfactory. ED requested WPP pursue two service charge accounts in probate more robustly.

AH 07/18 **Cracked render**

NG advised the meeting that it had been difficult to engage a third structural engineer to submit a report (following earlier reports being drafted by both Curtins and Bradley Associates) however such a service provider (Andrew Tee through Jones Hargreaves) had recently been engaged.

Following discussion, it was agreed the reports (when the outstanding one was complete and available) by three independent structural engineers would help support the Board's cautious governance if queried by a member at a later date on a subsequent approach to the render work.

AH 08/18 **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 09/18 **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 for the first two months of 2018 was briefly considered with it being noted all aspects appeared in reasonable order.

AH 10/18 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 8th May 2018 although an earlier meeting to discuss the render following the submission of the third (outstanding) report was very much expected (date to be established in due course).

AH 11/18 **Any other Business**

No other business was discussed.

No further business was discussed thus the meeting closed at 18.32PM

N Gregory – NRML Company Secretary
6th March 2018

Actions arising from the minutes dated 28.2.18

Min Item	Action	Action by	Status
AH 07/16	Cracks to rendered elevations	Numerous parties from Surveyor & Structural engineer through to various contractors	Awaiting opinion from Jones Hargreaves / Andrew Tee having already obtained reports from both Curtins and Bradley Associates.