Admiral House, Cardiff
Newport Road Maintenance Limited

Summarising Minutes of a Directors Skype Meeting 28th September 2021

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

Apologies: Apologies received from:

No apologies were received.

AH29/21 **Quorum**

Those present resulted in a quorum.

AH30/21 **Chairman's appointment**

** took Chair.

AH31/21 **Update reference Enforcement Order**

KA provided a summary of works to date and ongoing communications with the Fire Service which was content with both progress to date. They had made it clear that extensions could and indeed would be applied provided they continued to be content with progress. KA withdrew from the meeting.

AH32/21 **Declaration of interests**

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

AH33/21 **Previous meeting's minutes and matters arising**

The minutes of the meeting dated 8th June 2021 (which were dispatched 9th July 2021) were accepted as a true record of the same.

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

AH34/21 **Action log**

The Board reviewed the Action Log Schedule of the Minutes dated 28th September 2021 with an update being noted at the end of these minutes.

AH35/21 **NRML Financial and Performance Reporting**

- **To receive an update on 2020 YTD financial performance.**

NG informed the meeting that expenditure was around budget relative to the time of year.

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

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

AH36/21 **Cracked render**

The completed revised tender proposal was awaited from Curtins Consulting Engineers although indicative costs had been obtained; it was evident costs had increased from those previously advised.

AH37/21 **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.

AH38/21 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 23rd November 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).

AH39/21 **Any other Business**

It was agreed a communication for all members was required to update them on increased render work cost as well as the Enforcement Order. The content would be drafted and considered for onward circulation.

No further business was discussed thus the meeting closed at 18.50PM

N Gregory – NRML Company Secretary
7th October 2021

Actions arising from the minutes dated 28.09.21

Min Item	Action	Action by	Status
AH 07/16	Cracks to rendered elevations	Numerous parties from Surveyor & Structural engineers through to various contractors	Curtins to provide the revised tender report