Admiral House, Cardiff

Summarising Minutes of a Directors Skype Meeting
9th June 2015

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

Apologies:

Mr N Jarjis (NJ)

The meeting opened at 17.59

AH 37/15 **Quorum**

Those present resulted in a quorum.

AH 38/15 **Chairman's appointment**

** took Chair.

AH 39/15 **Declaration of interests**

No new declarations of interests were noted.

AH 40/15 **Previous meeting's minutes and matters arising**

The minutes of the meeting dated 14th April 2015 (which were dispatched 9th May 2015) were accepted as a true record of the meeting.

Matters arising would be discussed during the meeting.

AH 41/15 **Action log**

The Board reviewed the Action Log Schedule of the Minutes dated 14th April 2015 with an update being noted at the end of these minutes.

AH 42/15 **NRML Financial and Performance Reporting**

- **Agree final draft of accounts following amendment of presentation**

The amended accounts were approved. These included a deficit of £21,127 in Schedule 1 and a surplus of £10,443 in Schedule 2. Balancing invoices would be issued with the second half yearly charges supported by a covering directors' communication and the signed Annual Accounts.

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

The meeting discussed the YTD figures with it being noted whilst all appeared to be within budget the delivery of figures needed to be amended further for future BvAs (to include full charges for the year if already incurred).

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

Debt had continued to reduce; one severe debtor remained in the hands of solicitors.

AH 43/15 **<u>24/7 Concierge</u>**

To consider the requirement for this service

Further to April's meeting the meeting considered the second summary of incidents which had been encountered by the Concierge outside standard working hours. The content, which had been collated by Karl Ashton (KA), was considered to once again support the continuation of a 24/7 Concierge service.

Accordingly, the topic would be reviewed in 12 months.

AH 44/15 **<u>Scheduled Maintenance Plan</u>**

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

Implementation of the access platform for external works had been further delayed due to technical complications however it was considered to be close to finally being put into operation although damp ingress had not occurred since the winter months.

- **To consider the maintenance plan for 2015.**

Further quotations for placards with the Admiral House logo which would be affixed to the flag poles would be obtained, as the acquisition of flags was considered less favourable.

AH 45/15 **<u>To receive the following Operating Reports</u>**

- **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 five months of 2015 was considered. ** asked that the legend in future be determined by agreed criteria to help support the colour coding. NG would put forward proposals for the next directors meeting.

AH 46/15 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 28th July 2015

AH 47/15 **Any other Business**

- The retirement by rotation of both ** and ** was due at the AGM however these directors would be willing to serve a further term as the operation of the management company was considered to be functioning well. If however new parties were proposed for election **,** and ** would consider their positions at the time.
- The meeting thanked Angela Morgan-Rose for her works in helping draft the accounts wishing her a full and speedy recovery to her recent bout of ill health.

AH 48/15 **A resolution to meet in closed session to discuss the results of the agents re-tendering process was agreed**

The Managing Agent / Company Secretary withdrew from the meeting.

The process, as required by the Company Standing Orders for re-tendering together with its effectiveness was discussed.

To comply with the Standing Orders the Board elected to conduct this process in 2 Phases, the objective of Phase 1 was to obtain first sight costs and provide a basis for a decision on Phase 2.

Phase 2 would entail a fully detailed tendering process together with site visits, presentations from potential Agents and an interview process should it be required.

Following a review of the results of Phase 1 it was established that WPP was competitive providing value for money for members subject to concluding negotiations.
The Board then considered WPP performance over the last 3 years and concluded that Phase 2 of the re-tender process would not be required this year.

Having completed Phase 1 the Board considered that the 2 Phase process was simple and effective and would form the basis for the 3 yearly review detailed in the Standing Orders.

To close the matter the Board provided direction and instructions for the Chair to conclude negotiations with WPP and recorded a vote of thanks for leading the process together with Karl Ashton the NRML Building Manager.

The Managing Agent / Company Secretary rejoined the meeting at this time where the Board invited WPP to continue as the Managing Agents subject to final negotiations to be conducted with the Chair.

The invitation was accepted and negotiations would be concluded shortly, on satisfactory conclusion the Board will be in a position to recommend WPP as the Managing Agents to the Members for the coming year at the AGM in line with the Articles of Association which will be confirmed at our next formal meeting.

On completion of negotiations the Chair will arrange a letter of thanks from NRML through Karl Ashton to be sent to the unsuccessful candidates.

N Gregory - 16th June 2015

Actions arising from NRML minutes 09.06.15

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 would supply further information as ultimately allocations could be introduced into future budgets.