Admiral House, Cardiff
Newport Road Maintenance Limited

Summarising Minutes of a Directors Zoom Meeting 16th August 2022

Directors Present: Mr E Davies (ED) Chair for meeting
Mr N Jarjis (NJ)
Mr M Currie (MC)
Ms S Morris (SM)
Mr P Parry (PP)

In Attendance: Mr N Gregory (NG) WPP – Managing Agent

Apologies: Apologies received from:

None applicable

AH24/22 **Quorum**

Those present resulted in a quorum.

AH25/22 **Chairman's appointment**

ED took Chair.

AH26/22 **Declaration of interests**

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

AH27/22 **Approval of previous minutes**

The minutes of the meetings dated 7th June 2022 were accepted as a true reflection of the meeting. Matters arising had either since been addressed or would be discussed during the meeting.

AH28/22 **Action log**

The Board reviewed the Action Log Schedule of the previous set of minutes with an update being noted at the end of these minutes.

AH29/22 **Financial and Performance Reporting**

To receive an update on 2022 YTD financial performance.

The meeting considered that expenditure was overbudget relative to the time of year although this was immediately clear as it was in relation to the undertaking of fire safety work, independently of the work expenditure occurred to date was within budget.

To receive an update of service charge debtors

Service charge debt was discussed and considered to be along the lines of expectation, it was also welcomed that those with outstanding render invoices to settle were now very few in number (and were well progressed with legal action).

AH30/22 **Cracked Render / Section 20 Consultation update**

Queries remained in relation to the updated tenders, added to this the lack of clarity / being able to compare tenders complicated matters further.

It was agreed NG would instruct Curtins to provide clearer analysis to help enable the selection process. Following the meeting a suggested approach to enable this (by way of spreadsheet) was created and provided to Curtins to take matters forward.

AH31/22 **Enforcement Order Works**

Fire safety works were progressing well, the lower floors were being worked on (having started at the top and worked their way down). The making good, painting and decorating was being undertaken to complete the work. NG was in ongoing communications with the Welsh Government in relation to differing approaches for different apartment blocks to ensure Admiral House and its members were not unfairly prejudiced.

AH32/22 **To receive the following Operating Reports**

• Building Maintenance

The Building Manager's report of maintenance was briefly discussed, the main topics were leaks and the ongoing fire safety work.

• KPI Report

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

AH33/22 **Members' Meeting**

Clarity was required in relation to the revised tenders and to discuss interest in director rotation, provisionally the date for the meeting was 27th September.

AH34/22 **Time and Date of next meeting**

Next scheduled Zoom meeting in specific regard to the render work and the ability to go ahead with the Members' Meeting was set for 6.00pm Wednesday 7th September 2022.

A further full meeting was set for 6pm, Tuesday 15th November 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).

AH35/22 **Any other Business**

No further business was discussed thus the meeting closed at 6.52PM

N Gregory – NRML Company Secretary 4th September 2022

Actions arising from the minutes dated 16.08.22

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 breakdown of updated quotations to enable clearer analysis