Admiral House, Cardiff
Newport Road Maintenance Limited

Summarising Minutes of a Directors Zoom Meeting 30th May 2023

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
	Mr K Ashton (KA)	WPP – Managing Agent

Apologies: Apologies received from:

None received

AH01/23 **Chairman's appointment**

ED took Chair.

AH02/23 **Declaration of interests**

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

AH03/23 **Approval of previous minutes**

The minutes of the previous meetings dated 16th August 2022 were accepted as a true reflection of the meeting. Matters arising had either since been addressed or would be discussed during the meeting.

AH04/23 **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.

AH05/23 **Financial and Performance Reporting**

To receive an update on 2023 YTD financial performance.

The meeting considered that expenditure was under 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. NG was asked to explain the process once debtors had been passed to the solicitors which he did.

AH06/23 **Cracked Render / Section 20 Consultation update**

NG advised he had pushed for revised costings for the required work. It was agreed the rendering work would not progress this or next year until there was a clear idea of the requirements from the impending Enforcement Notice. ED wanted to document that fact as a Board they were making in-roads to apply to relevant people / departments of the Welsh Assembly Government for funding for fire safety works as this would have a direct impact on proceeding with the rendering work. All agreed to continue to patch repair on a reactive basis, but also to put in place a regular inspection of rendering when abseilers were present for the 6 monthly window clean.

AH07/23 **Enforcement Order Works**

KA advised the meeting that due to the findings by the Welsh Government's assessors (PRP) report that was carried in November 2022 that a number of issues had been discovered and so a further Enforcement Notice would once again be served upon AH. Most issues appeared to be classed as 'as build defects' which would ordinarily fall under the remit of the developer to rectify and financially cover. NG explained that AH would be classed as an 'orphaned building' and therefore would apply for the relevant funding. KA confirmed this was already underway and that responses from PRP were awaited. ED raised suggested the minimum requirement of fire safety work be carried out moving forward, especially given the proactive approach to date, until funding options had been clarified. It was agreed that PRP / the Welsh Government would continue to be pursued in relation to funding options also attempting as best possible to recoup costs historically spent. MC & PP agreed.

AH08/23 **Second Half Yearly Service Charge**

All agreed that the second half yearly service charge was to be sent out in line with the budget.

AH09/23 **Directors Report**

It was agreed that the report be drafted by MC with following support from ED, PP and NG. This would be issued with the second half yearly service charge.

AH10/23 **Schedule and content of meeting with members**

It was agreed to hold the members' meeting in abeyance until further information could be provided about the new Enforcement Notice, required works and funding details.

AH11/23 **KPI Report**

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

AH11/23 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Monday, 25th September 2023 although an earlier meeting to discuss the Enforcement Notice or any other matters if applicable was possible (if so, the date would be established in due course).

AH12/23 **Any other Business**

No further business was discussed thus the meeting closed at 7.09PM