Admiral House, Cardiff
Newport Road Maintenance Limited

Summarising Minutes of a Directors Zoom Meeting 8th June 2021

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

AH18/21 **Quorum**

Those present resulted in a quorum.

AH19/21 **Chairman's appointment**

** took Chair.

AH20/21 **Enforcement Order**

** informed the meeting of the work determined necessary following a recent assessment by the South Wales Fire & Rescue Service (SWF&RS). The fire safety regime the SWF&RS were pleased with however aspects of the original build and / or renovation into an apartment block needed attention.

The issues were mainly within the building's riser cupboards. As the building was a conversion and not a new building there were originally many services (pipework, cabling etc) running through the riser cupboards that at the time of being converted were no longer needed and so removed. As a result, not all holes in the floors and walls had been blocked up with fire rated foam or similar materials.

This then raised the issue that the walls in the riser cupboards would not provide a minimum standard of fire resistance in accordance with current building regulations (since the Grenfell Tower fire such aspects were being increasingly assessed). Also noted was that such historic services that were removed when converting the building often passed through walls into both the communal corridors and apartments, as a result the SWF&RS requested that a type 2 Intrusive fire risk assessment be carried out with findings thereafter acted upon.

The SWF&RS also stated that NRML carry out a fire door survey on all fire rated doors within the communal areas (approximately 48) as a percentage of the doors, they tested, failed to meet requirements. They also wanted some additional signage placed in the corridors on floors 3 - 13 to highlight where fire exits were located and add some fire collars to the pipe work that is visible in the ground floor area of the car park.

To facilitate the inspection an additional 86 hatches needed to be added to the communal corridors. As this was going to be both costly and time consuming, but still not enable sufficient access for the required work to be carried out, it was considered preferable that access holes be cut into the ceilings to enable the Risk Assessment go ahead and thereafter work be completed. Reinstatement of existing hatches and perhaps some new ones would be necessary.

Indicative costs for some of the work had been obtained. Further costs for the varied works / approaches were still being obtained however it was agreed the reserve would cover such costs and that the methodology could be agreed between ED, NG and KA if under £50K, failing which further communications by email or Zoom meeting would enable further discussion. To help clarify works and costs KA would create a spreadsheet containing costs.

** asked ** to approach the Ground Landlord as he considered they had a liability towards paying for the assessments and related work. The meeting noted although such intervention would be very welcome it was not considered possible, regardless ** would query this further with the Ground Landlord.

All present thanked ** for his input, thereafter he withdrew from the meeting.

AH21/21 **Declaration of interests**

ED asked all directors to ensure the declaration of interests was updated as and when needed. (Agenda item AH20/21 had been brought forward to enable AH to provide advice and thereafter withdraw thus agenda topic was pushed back).

AH22/21 **Approval of previous minutes**

The minutes of the meetings dated 23rd February 2021 and 13th April 2021, both dispatched 7th June, were accepted as a true reflection of the meetings. Matters arising had either since been addressed or would be discussed during the meeting.

AH23/21 **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.

AH 24/21 **Financial and Performance Reporting**

To receive an update on 2021 YTD financial performance.

NG informed the meeting that expenditure was underbudget relative to the time of year although this was often the case at this state of the year

To receive an update of service charge debtors

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

AH25/21 **Second half yearly service charge and Directors Report**

Invoices based upon the budget would be issued along with the Directors' Report stressing the importance of settling funds in a proactive manner. Year-end accounts would also be circulated at this time, any variances to the budget were projected to be small and would be allocated to the reserves

AH26/21 **Cracked render**

Funds for the S20 work had started to be received, this was an ongoing process. NRML awaited clarity.

AH27/21 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 17th August 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).

AH28/21 **Any other Business**

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

N Gregory – NRML Company Secretary 27th June 2021

Actions arising from the minutes dated 13.04.21

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 clarity on warranty