Admiral House, Cardiff
Newport Road Maintenance Limited

Summarising Minutes of a Directors Zoom Meeting 8th March 2022

Directors Present:	Mr E Davies (ED) Mr N Jarjis (NJ) Mr M Currie (MC) Ms S Morris (SM) Mr P Parry (PP)	Chair for meeting
In Attendance:	Mr N Gregory (NG)	WPP – Managing Agent
Apologies:	Apologies received from: None received	

AH01/22 **Quorum**

Those present resulted in a quorum.

AH02/22 **Chairman's appointment**

** took Chair.

AH03/22 **Declaration of interests**

** asked all directors to ensure the declaration of interests was updated as and when needed. PP advised the meeting that he would not vote in relation to the point covering accounts with overdue Section 20 Consultation cost funding as settlement of the requisite sums had been delayed. Funds to clear the same in entirety were anticipated for late April or early May.

AH04/22 **Approval of previous minutes**

The minutes of the meetings dated 7th December 2021 dispatched 14th December 2021were accepted as a true reflection of the meeting. Matters arising had either since been addressed or would be discussed during the meeting.

AH05/22 **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.

AH06/22 **Financial and Performance Reporting**

To receive an update on 2022 YTD financial performance.

The meeting considered that expenditure was overbudget relativeto the time of year although this was immediately clear as it was primarily in relation to the undertaking of fire safety work but also the increased buildings insurance premium.

To receive an update of service charge debtors

Service charge debt was discussed and considered to be along the lines of expectation although it was noted figures were distorted by those with outstanding render invoices to settle. It was also agreed that failure of any members to have made clear effort to actively reduce the Section 20 Consultation charge would result in such members being referred to solicitors for onward pursuit thereafter.

AH07/22 **Cracked Render / Section 20 Consultation update**

NG advised he had pushed for revised costings for the required work however Curtins advised the contractor SERS remained interested in the work but could not commit to a final cost for Spring / summer 2023 due to the ongoing impact as price rises. It was hoped that by September or thereabouts clearer costs would be known although an accommodating contingency element would need to be built into the cost.

AH08/22 **Enforcement Order Works**

Fire safety works were progressing well, they had commenced on the highest floor with work coming down the building, making good, painting and decorating was being undertaken to complete the work.

AH09/22 **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.

AH10/22 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 7th June 2022 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).

AH11/22 **Any other Business**

The topic of succession planning was raised with it being agreed it would be considered in further detail at a future meeting.

No further business was discussed thus the meeting closed at 7.02PM

N Gregory – NRML Company Secretary 10th May 2022

Actions arising from the minutes dated 08.03.22

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 clarity on warranty