Admiral House, Cardiff

Summarising Minutes of a Directors Skype Meeting
9th July 2013

Directors Present: Mr C Davison (CD) (Chair for meeting)
Mr E Davies (ED) Mr P Parry (PP)
Mr M Currie (MC)

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

Apologies: Mr A Munday (AM)
Mr N Jarjis (NJ)

The meeting opened at 19.32 p.m.

AH 25/13 Quorum / Notice / Present / Apologies

Those present were deemed a quorum. xx apologies received prior to the meeting, Those of xx subsequent to the meeting.

AH 26/13 Chairman's appointment

xx took Chair.

AH 27/13 Declaration of interests re meeting agenda

No declarations of interests were raised.

AH 28/13 Previous meeting's minutes

The Board accepted the minutes as a true record of the meeting dated 11th June 2013, these being dispatched on 21st June 2013. No amendments to the accuracy were required although points needed to be added to the action log.

AH 29/13 Action log

The Board reviewed the Action Schedule of the Minutes of the meeting held 11th June, and the following updates were noted;

.1 (AH 6.3 refers) Contentious car parking charges. WPP have a list of the parties however there is uncertainty over monies as arrear sums passed across from LCAM to WPP are not broken down. LCAM need to clarify how charges have been calculated.

.2 (AH 8.1 refers) Costs for the PPM schedule have been quoted at xxx plus VAT, a further quote was expected. However from the 2012 accounts it seems a charge for this was made yet LCAM have denied having the same available. WPP to chase LCAM.

.3 (AH 8.2 refers) NG advised no further contact from either xxx Elevators or Simon Brock had been received in regard to making an interim payment.

.4 (AH 9.2 refers) Accounts for 2012. These had been received and balancing charges issued. xx and xx would draft suitable questions to challenge some of the costs incurred in the 2012 financial year which WPP would forward to LCAM to answer. If the response was either unsatisfactory or non forthcoming contact with RICS / ARMA would be considered. Potential legal action against LCAM would only be considered with legal advice.

.5 (AH 19.2 refers) xx to liaise with Angela at WPP as to how best detail income, expenditure and debtor position. WPP to also advise parties that had been referred to solicitors.

.6 (AH 19.10) Articles to be presented to the AGM for consideration and ideally acceptance.

.7 (AH 20.1) Demands for second half of year had been issued along with balancing charges (on LCAM headed paper) a newsletter would be circulated in due course once drafted by xx and xx. PARTIALLY COMPLETE.

AH 30/13 **Management report – financials**

.1 xx discussed the various attached reports relating to both AHRL and NRML. It was agreed that future budgets needed to have updated categorisation to assist in the understanding of where and how funds were expended. xx to advise WPP.

.2 After discussion it was agreed parties with contentious car parking charges needed to settle all arrears within 14 days unless they could support their argument otherwise. xx advised the position of xx as a director would be inappropriate if he remained in arrears without supporting his case for a credit to his account. WPP to action.

.3 To ensure funds were forthcoming prior to the commencement of the 2013 financial year the budget would be approved in November, with charges being issued early December. WPP to action at applicable time once budget was agreed.

AH 31/13 **Management report – maintenance**

.1 xx advised the car park lifts were finally close to operation. CCTV to serve the same was discussed. Whilst various options were considered favourable and a figure of xx was provisionally considered acceptable for required works the inability to install and service new wiring as would have been required resulted in this being a standalone system (as detailed by separate email exchanges and quotations, including xxx at concierge).

.2 Data protection compliance would be checked to ensure legalities were adhered to. WPP to action.

AH 32/13 **Any other business agreed by the chair**

Not applicable.

AH 33/13 **Any other business agreed by the floor**

Not applicable.

AH 34/13 **Date of next meeting**

7.30 pm, Tuesday 13th August 2013

AH 35/13 **AGM**

35.1 Argyll Suite in the Mercure Holland House Hotel had been booked for 6pm through to 8pm on Tuesday 10th September 2013. Directors, WPP and xxx at concierge to meet prior to the meeting for a walkabout although time is yet to be fixed for sure.

35.2 WPP to draft agenda which the directors would consider prior to the next meeting so it could be issued second week of August.

There being no other business, the meeting closed 9.05pm

N Gregory
22nd July 2013

Actions arising from NRML minutes 09.07.13

Min Item	Action	Action by	Status
AH 6.3	WPP to clarify relevant parties / monies involved	WPP & LCAM	Parties identified, however sums not possible to calculate with missing LCAM data
AH 8.1	Surveyors costs for PPM	WPP & LCAM	Costs established however LCAM had deducted costs during the 2012 year but failed to provide a report. WPP to follow up and challenge.
AH 8.2	No payment requested, partial information received	Bailey Lifts	Awaiting Bailey Lifts
AH 9.2	Queries would be raised to which LCAM needed to answer satisfactorily	xx and xx	Ongoing
AH 19.2	Clearer delivery of financial information	WPP and xx	Ongoing
AH 19.10	Articles to be delivered to the AGM	xx	Awaiting AGM
AH 20.1	Newsletter to be drafted	xx and xx	Pending
AH 30.1	Improved categorisation for future budgets	xx	Pending
AH 30.2	Collection of car parking arrears unless supported by clear evidence to determine otherwise	WPP	Ongoing
AH 30.3	Early circulation of 2013 budget and service charge demands	WPP	At relevant time
AH 31.2	Clarify date protection requirements	WPP	Pending
AH 35.2	Draft AGM agenda for consideration	WPP	Pending