Admiral House, Cardiff

Summarising Minutes of a Directors Skype Meeting
9th January 2014

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

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

Apologies: None received

The meeting opened at 19.02 p.m.

AH 1/14 Quorum

Those present were deemed a quorum.

AH 2/14 Chairman's appointment

xx took Chair.

AH 3/14 Declaration of interests

No declarations of interests were raised.

AH 4/14 Previous meeting's minutes and matters arising

The Board accepted the minutes of the meeting dated 14th November 2013 as a true record, these being dispatched on 27th November 2013. No amendments to the accuracy were required.

AH 5/14 Action log

The Board reviewed the Action Log Schedule of the Minutes of the meeting held 14th November 2013 with updates for the varied topics being noted at the end of these minutes.

AH 6/14 To Review and confirm the Chair's actions

The Board fully supported xx's instruction that WPP pass a £25 Christmas bonus to all five site staff, (thus a total of £125) as an appreciation of their continued loyalty and dedicated work.

AH 7/14 **NRML Financial Reporting, Budget and Service Charge 2014**

7.1 xx thanked xx for his works in regard to finalising the 2014 budget. xx confirmed the budget was 6% lower than that of 2013, which in turn had been 16% lower than the 2012 budget. xx confirmed much neglected maintenance had been addressed during the last 12 months although the building's cladding still needed attention, which this year it would receive. xx also advised that should the areas of roofing continue to be problematic that a longer term strategy would be needed; in any instance the surveyor xx would detail this by way of pending PPM update.

7.2 After discussion it was agreed that for the current financial year the staff would receive a x% salary increase, with xx the head concierge receiving a x% increase as his pay was already proven to be satisfactory. As per action log 73.2/13 a comprehensive approach for further annual reviews would be suggested by xx based upon performance, job remit, even existing levels of pay which could be enacted upon (should it felt applicable) in time for the commencement of the following financial year.

7.3 The Board acknowledged the unexpected additional works that WPP had required to undertake to opening / setting up, dealing and more recently closing down of AHRL with the more recent integration of account related information back into NRML. The Board approved a one off exceptional payment of £xx plus VAT in view of the same.

7.4 NRML's account holding was considered. At the time of the meeting this was around £xxK. NG assured the Board that should cash flow be a concern that it would be raised in a timely manner to the directors; however as service charge default was now reduced to that passed across from LCAM it was hoped there would be no such alarm.

AH 8/14 **Car park charge apportionment**

The budget for the 2014 financial year had, as with the previous year's budget, allocated xx% of the staffing costs to the car park. Whilst this had been monitored for 2 weeks back in late October / early November of 2013 there was need to assess this matter further in order that the data could be fully supported. Additionally electrical costs specific to the car park such as car lifts and lighting needed to be considered for future budgets / apportionment. Accordingly further monitoring would be undertaken which WPP and the concierge would work on together.

AH 9/14 **Scheduled Maintenance Plan**

The meeting discussed specifications and quotations put forward by different contractors in regard to the external cladding. After discussion it was agreed WPP would refer back to xx asking that he clarify some aspects of the suggested work along with costs in order that they could be compared more directly with xx, an alternate contractor. It was also agreed that when works were ultimately undertaken that the contractor (whichever they were) approach it in a very measured manner, thus ensuring worst case scenario any possible damage was minimal.

xx confirmed xx, the caretaker, would continue to paint corridor walls on a rolling basis thus losing the labour cost of redecoration (ordinarily levied by external decorating contractors) within his existing salary.

With regard to roofing leaks, all but one had now been successfully resolved, with the outstanding leak still being investigated. Whilst the directors acknowledged the existing single membrane covering of the roofing was damageable by misuse (such as items being inappropriately discarded from apartments above) the installation of a purpose built timber deck may help reduce the possibility of future damage. xx would discuss this with the surveyor.

AH 10/14 **Operating Reports**

- Financial reports of expenditure and parties in arrears were briefly considered.
- The weekly site report was also considered.

AH 11/14 **Time and Date of next meeting**

7.00pm Tuesday March 11th 2014, however subsequent meetings to that would be an hour earlier as xx had secured a post in the Middle East (in a different time zone).

AH 12/14 **Any other Business**

12.1 xx would investigate further with regard to creating a new logo for Admiral House. This could be incorporated onto the clothing of staff and perhaps even flags and signs (although planning permission would be required in some instances). Suggestions would be put forward and ultimately agreed upon by way of email.

12.2 Mr xx would be approached in regard to the post of director. At the time of writing xx has confirmed he is interested in the position and so xx has passed him the directors' code of conduct, to which further contact is awaited. This will be followed up the w/c 27th January if contact from xx is not made beforehand.

There being no other business, the meeting closed 20.28pm

xx
19th January 2014

Actions arising from NRML minutes 09.01.14

Min Item	Action	Action by	Status
AH 40.2	PPM	WPP & xx Surveyor	Obtained from LCAM – content will be added by Roger North, Surveyor.
AH 40.4	Queries to which LCAM needed to answer satisfactorily	xx and xx	This is now to be considered by MC alone
AH 53	AGM Minutes. Content agreed, publication likely to be mid 2014 but to be agreed for sure in due course	Board	Pending
AH 61.2	Roofing leak to Western corridors	WPP, Roofing contractors	Source of remaining leak believed to have been located. Work, tests and subsequent encounters with foul weather will confirm
AH 70	Close down AHRL	WPP	Ceased active trading and will close down in due course after accounts have been filed.
AH 72	Further assessment of car park costs	WPP / Concierge	Pending – whilst a two week overview had provided information more time was needed to detail this more definitively, additionally other costs such as electricity needed to be factored in. WPP & Concierge to monitor and collate information in coming months
AH 73.2	Staff remuneration assessment	WPP	Amendments had been agreed for the current year as per item AH 6, however a supportable annual review method would be considered in due course to be put into operation around September of each year. ED to refer back to WPP with further details.