Admiral House, Cardiff

Summarising Minutes of a Directors Skype Meeting
13th August 2013

Directors Present: Mr C Davison (CD) (Chair for meeting)
Mr E Davies (ED)
Mr M Currie (MC)
Mr N Jarjis (NJ)

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

Apologies: Mr P Parry (PP)
Mr A Munday (AM)

The meeting opened at 19.36 p.m.

AH 36/13 Quorum / Notice / Present / Apologies

Those present were deemed a quorum.

AH 37/13 Chairman's appointment

xx took Chair.

AH 38/13 Declaration of interests re meeting agenda

xx advised he had acquired further property interests. Other than this no declarations of interests were raised.

AH 39/13 Previous meeting's minutes

The Board accepted the minutes as a true record of the meeting dated 9th July 2013, these being dispatched on 22nd July 2013. No amendments to the accuracy were required.

AH 40/13 Action log

The Board reviewed the Action Log Schedule of the Minutes of the meeting held 9th July with updates being noted for various items as per the log at the end of these minutes.

.1 (AH 6.3 refers) Contentious car parking charges. WPP to charge all parties in deficit unless supporting evidence could be provided to argue their case otherwise.

.2 (AH 8.1 refers) Costs for the PPM schedule quoted at xxx plus VAT, third quotation to be chased. Despite LCAM charging for such a report no such document had been provided.

.3 (AH 8.2 refers) At the time of writing 95 % of all vehicle elevator charges have been settled. The outstanding balance will follow once xxx Lifts provide details of operation schedules and guarantees and also following the elapse of a 6 week period.

.4 (AH 9.2 refers)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.

.6 (AH 31.2) Clarify data protection requirements.

AH 41/13 **Management report – financials**

.1 WPP would remove 2012 accrued sums in future expenditure reports as well as only report on expenditure for fully completed months. Budgeted costs against actual costs would be provided factoring in a burn rate.

.2 Various parties had been referred to solicitors which was welcomed, however it was also agreed Admiral House Cardiff, which was a large debtor, needed pressure to settle balances without further delay.

AH 42/13 **Management report – maintenance**

.1 Car park CCTV had been installed and was operational. Car lifts would be in use shortly although there was still a little confusion over car park allocations for some parties.

.2 The optimum approach for visitors parking was discussed. WPP and concierge agree the best approach would be to install ground fixed collapsible bollards to the front four car parking spaces as well as erect clear signage. Costs were being obtained.

AH 43/13 **Annual General Meeting**

43.1 Various points were discussed; these including the AGM Notice and content within, the pack of information that would be available through the Weblink such as the directors' code of conduct, amended articles, the newsletter, the last set of AGM minutes as well as the need for statutory accounts, these ideally being supplied by xx Accountants.

It was agreed xx would advise WPP on the finer details and amendments following the meeting.

43.2 xx had concerns that the directors' code of conduct could be challenged at the meeting. It was agreed this should be considered again in due course as too little time was available to fully consider this at this time.

AH 44/13 **Any other business agreed by the chair**

Not applicable.

AH 45/13 **Any other business agreed by the floor**

Not applicable.

AH 46/13 **Date of next meeting**

4.00pm Tuesday 10th September all directors, WPP representatives and xxx from Concierge would meet in the Admiral House lobby for a walkabout and general inspection. A meeting would follow around 5pm, thereafter the AGM taking place from 6pm.

There being no other business, the meeting closed 9.05pm

N Gregory
29th August 2013

Actions arising from NRML minutes 13.08.13

Min Item	Action	Action by	Status
AH 40.1	WPP to pursue all parties in arrears unless they could substantiate otherwise	WPP	Parties being pursued. Will refer to solicitors where applicable if balances not settled
AH 40.2	Surveyors costs for PPM	WPP	LCAM unable / unwilling to provide PPM despite charging. Third quote awaited.
AH 40.3	x% balance for car lifts	Various	Pending
AH 40.4	Queries would be raised to which LCAM needed to answer satisfactorily	xx and xx	Ongoing
AH 40.5	Clearer delivery of financial information	WPP and xx	Ongoing
AH 40.6	Clarify data protection requirements	WPP	To be provided for next DM
AH 42.2	Visitors car parking spaces needing consideration	WPP and Concierge	To be discussed at next DM
AH 43.2	Directors code of conduct needed consideration in its current format	xx and Board	Pending