Admiral House, Cardiff

Summarising Minutes of a Directors Skype Meeting
13th May 2014

Directors Present:	Mr E Davies (ED)	(Chair for meeting)
	Mr M Currie (MC)	
	Mr P Parry (PP)	
In Attendance:	Mr N Gregory (NG)	WPP – Managing Agent
	Mr G Garrard (GG)	Probationary NRML Director
Apologies:	Mr N Jarjis (NJ)	

The meeting opened at 18.04 p.m.

AH 25/14 **Quorum**

Those present were deemed a quorum.

AH 26/14 **Chairman's appointment**

xxok Chair.

AH 27/14 **Declaration of interests**

No new declarations of interests were raised although xx advised he had recently taken on a new role within another remit he was involved with.

AH 28/14 **Previous meeting's minutes and matters arising**

The Board accepted the minutes of the meeting dated 11th March 2014 as a true record, these being dispatched on 20th March 2014. No amendments to the accuracy were required.

AH 29/14 **Action log**

The Board reviewed the Action Log Schedule of the Minutes of the meeting held 11th March 2014 with updates for the varied topics being noted at the end of these minutes.

AH 30/14 **Standing Orders**

To consider the update on communications & agree a half year review message
To consider the update on Governance.
To agree appending the company Logo.

All points were agreed, the updated document would be posted to the website.

AH 31/14 **NRML Financial and Performance Reporting**

- To consider the final accounts of NRML & AHRL.

The meeting approved these as drafted by the accountant. These needed reports to be added for final circulation and filing at Companies House.

- To agree the second service charge instalment of 2014

This would be in line with the budget

- Consider a performance tracking process (xx and xx)

The KPI spreadsheet would be considered further by xx and xx as the current content seemed unnecessarily detailed.

- To receive an update on YTD financial performance.

xx asked xx to confirm staffing costs as these seems low set against the budget.

- To receive an update on NRML cash flow.

Service charge debtors needed to be pursued more aggressively.

AH 32/14 **Staff Uniforms and logo**

A few articles of clothing had been ordered up along with the approved logo which, if considered satisfactory, would result in all necessary clothing for the Concierge staff being ordered. xx would have sight of the logo.

AH 33/14 **Scheduled Maintenance Plan**

- To consider the maintenance plan for 2014

Quotations for bringing the external cradle (access platform) back into operation were considered along with the benefits of its reinstatement. The proposal was considered a requirement given the ongoing window leaks. xx would service the access platform. A cost analysis would then be undertaken in regard to whether long term the access platform best be retained in operation against costs and works undertaken by abseiling window cleaners.

- To consider the progress on the External Surfaces of the building.

The external render / algae cleaning to the lower floors had been undertaken with positive results.

- To consider the progress on resolving rain water leaks.

1. *Elevation leaks affecting apartments were in the main considered to be connected to the perishing of window seals as opposed to sporadic render cracking a previously thought (although render cracking was nevertheless a concern). The access platform would enable xx to investigate the window seals closely starting with the leaks to specific apartments.*
2. *Long standing corridor leaks from the flat roofing would be addressed as per action log AH 61.2/13*

AH 34/14 **Operating Reports**

The weekly site report was briefly discussed although it was agreed the topics within had already been covered within the meeting. Brushed steel corner guards would be installed as and where necessary on a rolling basis.

AH 35/14 **AGM Prep work**

Provisionally the AGM would be held the second or third week of September. The date was to be finalised with venue (likely to be Mercure Hotel) also being confirmed. The meeting notice / proxy forms would be redeveloped in line with the change in company structure and to include appointment of agents.

AH 36/14 **Time and Date of next meeting**

Skype meeting - 6.00pm Tuesday, July 15th 2014

AH 37/14 **Any other Business**

xx advised the meeting that xx wished to join the next directors meeting. This request was discussed with it being considered possible for a window of perhaps 15 minutes or so but only on the proviso he gave explanation as to why he felt he should be included within the meeting. This was supported thereafter by the majority of the Board.

There being no other business, the meeting closed 19.33pm

xx
19th May 2014

Actions arising from NRML minutes 13.05.14

Min Item	Action	Action by	Status
AH 40.2/13	PPM	xx & xx	xx (surveyor) was to liaise with xx in regard to presentation and final detail.
AH 40.4/13	Remaining query to which LCAM needed to answer satisfactorily	xx	xx needed to discuss a sum of circa £xx connected to car lifts which xx advised he had paid which had seemingly also been paid by NRML.
AH 53/13	AGM Minutes. Content agreed and to be published.	Board	Minutes to be posted on Admiral House website at the time the second half yearly service charge demand was dispatched (along with annual service charge certificates and interim report, to be drafted by xx).
AH 61.2/13	Roofing leak to corridors	WPP & Contractors	Options and specifications were discussed with a liquid based approach being the preferred option provided the manufacturer's guarantee matched that of other materials. This has since been confirmed so the works undertaken by xx has been sanctioned. The costs of render works were unknown at the time of the meeting; however these have since been confirmed at £xx inclusive of VAT. xx has subsequently sanctioned the works with xx as the works were provisionally sanctioned at the meeting pending final costs being submitted and accepted by xx.
AH 70/13	Close down AHRL	WPP	Ceased active trading and will close down in due course after Annual Accounts have been filed at Companies House.
AH 72/13	Further assessment of car park costs	WPP / Concierge	Although the information put forward by Concierge seemed detailed the content was unclear, accordingly this would be made clearer for the next directors meeting
AH 33/14	Cost analysis in regard to access platform being kept in operation.	WPP / Concierge	Pending investigations