Admiral House, Cardiff
Newport Road Maintenance Limited

Summarising Minutes of a Directors Skype Meeting 2nd June 2020

Directors Present:	Mr E Davies (ED) Mr N Jarjis (NJ) Ms S Morris (SM) Mr M Currie (MC)	Chair for meeting
In Attendance:	Mr N Gregory (NG)	WPP – Managing Agent

Apologies: Apologies received from:

No apologies were received.

AH11/20 **Quorum**

Those present resulted in a quorum.

AH12/20 **Chairman's appointment**

** took Chair.

AH13/20 **Declaration of interests**

** asked all directors to ensure the declaration of interests was updated as and when needed.

AH14/20 **Previous meeting's minutes and matters arising**

The minutes of the meeting dated 25th February were accepted as a true reflection of the meeting.

Matters arising had either since been addressed or would be discussed during the meeting.

AH15/20 **Action log**

The Board reviewed the Action Log Schedule of the Minutes dated 25th February with an update being noted at the end of these minutes.

AH16/20 **NRML Financial and Performance Reporting**

- **To receive an update on 2020 YTD financial performance.**

** informed the meeting that expenditure was overbudget relative to the time of year although it was specifically linked to Curtins Engineers' costs in relation to drafting the specification for the render work.

- **To receive an update of service charge debtors**

Service charge debt was briefly discussed as it was considered to be along the lines of expectation.

AH17/20 **Second half yearly charge / Directors' half yearly report**

The second half yearly service charge invoice would remain at the same level as the first half with the directors' half yearly report being finalised and issued following the meeting.

AH18/20 **Cracked render**

The tender document had been considered which had resulted in a few points being raised. These, once factored into the tender document / acted upon as necessary, would enable service providers to be approached.

AH19/20 **To receive the following Operating Reports**

- **Building Maintenance**

The revised monthly report which would capture topics of significance had been pushed back due to the difficulties of Concierge having to work from their small staff rom on the first floor as well as Covid related difficulties which had complicated on-site processes.

Related to Concierge and due to Covid, a proposal to enhance the safety of the front desk staff was discussed. The installation of professional looking screens and frames was sanctioned, the final methodology and cost agreed following the meeting. CCTV upgrade was also discussed however the possibility was shelved following the meeting as the need for its immediate attention eased given that the main desk (where cameras could be monitored from) was being brought back into operation.

- **KPI Report**

The KPI was briefly considered with it being agreed its presentation was indicative of the position.

AH20/20 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 22nd September 2020 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).

AH21/20 **Any other Business**

A request that the rear car park be accessible for non-residents / non leaseholders was discussed in detail. The Directors unanimously agreed to continue existing protocol in that such independent access (by visitors) would not be supportable.
However visitors' parking was still available provided it was booked through the concierge; this ensured continued security to the car park.

No further business was discussed thus the meeting closed at 18.45PM

N Gregory – NRML Company Secretary 18th September 2020

Actions arising from the minutes dated 02.06.20

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 the draft schedule of works and issue to contractors to tender against