Admiral House, Cardiff
Newport Road Maintenance Limited

Summarising Minutes of a Directors Skype Meeting
4th June 2019

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

Apologies: Apologies received from:

No apologies were received as all directors were present.

AH11/19 **Quorum**

Those present resulted in a quorum.

AH12/19 **Chairman's appointment**

** took Chair.

AH13/19 **Declaration of interests**

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

AH14/19 **Previous meeting's minutes and matters arising**

The minutes of the meeting dated 14th February 2019 (which were dispatched 27th February 2019) were accepted as a true record of the same.

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

AH 15/19 **Action log**

The Board reviewed the Action Log Schedule of the Minutes dated 14th February 2019 with an update being noted at the end of these minutes.

AH 16/19 **NRML Financial and Performance Reporting**

- **To receive an update on 2019 YTD financial performance.**

NG informed the meeting that expenditure was underbudget relative to the time of year although as it was 5 months into the financial period that such information was less important than in the latter stages of the year.

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

Service charge debt was considered. The overall position was considered satisfactory and noted that a few members had been referred to solicitors for onward legal pursuit (as occurred from time to time). A query was raised as to why one specific leaseholder in arrears had not been referred to solicitors for onward action. Reasoning has been provided independently of the minutes.

- **2018 expenditure**

** asked that budget versus actual figures were supplied to him and details of the budget shortfall. WPP would also ensure that draft accounts would be ready for onward circulation along with the secondly half yearly service charge invoice (remaining at the same level as the first half), a balancing invoice and the directors' half yearly report.

AH 17/19 **Cracked render**

Following previous emails being circulated with supporting information the Board agreed instruction of the Strongs Partnership as the project managers (complying with CDM Regulations) provided they formally confirm they were unaware of any conflicts of interest and that their work would include a monthly summary of progress. The subject of drafting the final specification of work needed clarification as it was considered this could result in a third party being required. The final draft of the work specification would not be issued to potential service providers until the Board had approved the same.

AH 18/19 **Ratification of the revised Standing Orders**

The Directors would revert to ** with any comments or queries regarding the revised Standing Orders (pending further Board consideration) within 7 days of meeting, failing which those that had been forwarded would be considered approved. *At the time of drafting the minutes the Standing Orders are under ongoing review.*

AH 19/19 **To receive the following Operating Reports**

- **Building Maintenance**

The weekly site report was briefly referred to although it was agreed the salient topics within had already been covered earlier in the meeting.

- **KPI Report**

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

AH20/19 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 10th September 2019 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).

AH 21/19 **Any other Business**

Ms Susan Morris was officially ratified as a director of NRML. ** would progress the same formally at Companies House.

No further business was discussed thus the meeting closed at 18.44PM

N Gregory – NRML Company Secretary
8th June 2019

Actions arising from the minutes dated 04.06.19

Min Item	Action	Action by	Status
AH 07/16	Cracks to rendered elevations	Numerous parties from Surveyor & Structural engineers through to various contractors	NG approached Strongs Partnership with queries as per AH 17/19 – awaiting their response.