Admiral House, Cardiff
Newport Road Maintenance Limited

Summarising Minutes of a Directors Skype Meeting 10th September 2019

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

Apologies: Apologies received from:

No apologies were received.

AH22/19 **Quorum**

Those present resulted in a quorum.

AH23/19 **Chairman's appointment**

** took Chair.

AH24/19 **Declaration of interests**

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

AH25/19 **Previous meeting's minutes and matters arising**

The minutes of the meeting dated 4th June 2019 (which were dispatched 8th June 2019) were accepted as a true record of the same.

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

AH26/19 **Action log**

The Board reviewed the Action Log Schedule of the Minutes dated 8th June 2019 with an update being noted at the end of these minutes.

AH27/19 **NRML Financial and Performance Reporting**

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

** informed the meeting that expenditure was underbudget relative to the time of year although as it was 9 months into the financial period that such information was less important than in the final stages of the year.

- **To receive an update of service chargedebtors**

Service charge debt was considered. This was noted as being higher than usual for the time of year. ** explained stretched staffing had contributed towards the transient position although since drafting the minutes the arrears figure has dropped notably.

AH28/19 **Cracked render**

The meeting agreed that Curtins Consulting Engineers submit a proposal for taking the process forward as the approach (extensive patch repair and painting) had been agreed.

AH29/19 **Standing Orders**

** would suggest amendments to the Standing Orders (pending further Board consideration) in specific regard to AGMs being held in abeyance and director succession.

AH30/19 **Staff room**

The need for a staff room was discussed and agreed. A void section of corridor on the second floor would be used. Lone worker and emergency contact (e.g. if a member of Concierge was on break) considerations were raised; the risk assessment would be amended accordingly (in regard to lone working) and in regard to emergency contact, it was understood there would always be limited durations when such a member of Concierge was not sat at the front desk (e.g. they could be patrolling the building, out in the car park, investigating an issue in an apartment, providing access to contractors down to the pump rooms, the roofing or other areas) so use of the staff room for break times thereby leaving the front desk would not be dissimilar although if necessary an inexpensive 'Pay as you go' mobile telephone could be bought to mitigate the concern as best possible.

AH31/19 **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.

AH32/19 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 19th November 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).

AH33/19 **Any other Business**

** queried the number of meetings per annum. ** advised historically between 3 and 4 meetings a year worked well for Board members and that if required additional meetings could be called and / or email exchanges initiated on specific points.

No further business was discussed thus the meeting closed at 18.55PM

N Gregory – NRML Company Secretary
4th October 2019

Actions arising from the minutes dated 10.09.19

Min Item	Action	Action by	Status
AH 07/16	Cracks to rendered elevations	Numerous parties from Surveyor & Structural engineers through to various contractors	NG and ** to meet with Curtins. *At the time of drafting the minutes their proposal is awaited.*