Admiral House, Cardiff
Newport Road Maintenance Limited

Summarising Minutes of a Directors Skype Meeting
14th February 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.

AH01/19 **Quorum**

Those present resulted in a quorum.

AH02/19 **Chairman's appointment**

ED took Chair.

AH03/19 **Declaration of interests**

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

AH04/19 **Previous meeting's minutes and matters arising**

The minutes of the meeting dated 20th November 2018 (which were dispatched 13th December 2018) were accepted as a true record of the same.

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

AH 05/19 **Action log**

The Board reviewed the Action Log Schedule of the Minutes dated 20th November 2018 with an update being noted at the end of these minutes.

AH 06/18 **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 only 6 weeks 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).

AH 07/18 **Cracked render**

The meeting agreed formal instruction of Project Managers was required to enable drafting of the required schedule or works which would move the project forward; NG to approach a minimum of three independent Project Managers to ascertain their terms and conditions.

AH 08/18 **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 understood as 2019 passed further information would be input.

AH 09/18 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 4th June 2019 although an earlier meeting to discuss the render was possible (if so, the date would be established in due course).

AH 10/18 **Any other Business**

No other business was discussed.

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

N Gregory – NRML Company Secretary
26th February 2018

Actions arising from the minutes dated 14.02.19

Min Item	Action	Action by	Status
AH 07/16	Cracks to rendered elevations	Numerous parties from Surveyor & Structural engineers through to various contractors	NG to approach Project Managers to confirm their Terms & Conditions for onward engagement / drafting schedule of works.