Admiral House, Cardiff
Newport Road Maintenance Limited

Summarising Minutes of a Directors Skype Meeting 19th November 2019

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.

AH32/19 **Quorum**

Those present resulted in a quorum.

AH33/19 **Chairman's appointment**

NG took Chair (as sound quality was an immediate concern, although it improved later in the meeting).

AH34/19 **Declaration of interests**

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

AH35/19 **Previous meeting's minutes and matters arising**

The minutes of the meeting dated 10th September 2019 (which were dispatched 4th October 2019) were accepted as a true record of the same.

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

AH36/19 **Action log**

The Board reviewed the Action Log Schedule of the Minutes dated 10th September 2019 with an update being noted at the end of these minutes.

AH37/19 **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 with approximately 6 weeks of the year remaining.

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

Service charge debt was discussed and considered to be along the lines of expectation.

AH38/19 **2020 Budget**

The budget allocations were considered.

Email exchanges prior to the meeting had been in support of the same so after further brief discussion the budget was agreed.

AH39/19 **Cracked render**

The meeting agreed that Curtins Consulting Engineer's Pre-Contract Services costs were acceptable however their costs for Post-Contract Services should not fixed until at, a minimum, the schedule of work had yielded tenders from service providers.

It was agreed ** would contact Curtins regarding the same.

AH40/19 **Directors' Standing Orders**

Amendments to the Standing Orders were approved.

AH41/19 **To receive the following Operating Reports**

- **Building Maintenance**

The weekly site report was briefly referred to with it being agreed the salient topics within had already been covered earlier in the meeting, nonetheless three points required clarification;

i. A bollard at the front of the property had been damaged however it remained operational as did the others adjacent to it, however all were increasingly suffering corrosion and had also sunk deeper into the ground rendering them all progressively more difficult to operate. Costs for replacements are to be obtained.

ii. Plastic sheeting covered some of the walling fronting the property; this was because the immediate slate tiles had failed (as they had in other areas previously), these had since been repaired as would the covered section when the weather allowed it.

iii. Corner guards would be installed within the corridors; this work has been held in abeyance to date to mitigate increasing any year end deficit.

- **KPI Report**

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

AH42/19 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 25th February 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).

AH43/19 **Any other Business**

The second half yearly directors' report would be finalised and issued with the budget and first half yearly service charge invoice in December.

No further business was discussed thus the meeting closed at 18.50PM

N Gregory – NRML Company Secretary
1st December 2019

Actions arising from the minutes dated 19.11.19

Min Item	Action	Action by	Status
AH 07/16	Cracks to rendered elevations	Numerous parties from Surveyor & Structural engineers through to various contractors	** to discuss cost breakdown further with Curtins.