Admiral House, Cardiff
Newport Road Maintenance Limited

Summarising Minutes of a Directors Skype Meeting 25th February 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.

AH01/20 **Quorum**

Those present resulted in a quorum.

AH02/20 **Chairman's appointment**

** took Chair.

AH03/20 **Declaration of interests**

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

AH04/20 **Previous meeting's minutes and matters arising**

The minutes of the meeting dated 19th November 2019 (which were dispatched 2nd December 2019) were accepted as a true record of the same.

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

AH05/20 **Action log**

The Board reviewed the Action Log Schedule of the Minutes dated 19th September with an update being noted at the end of these minutes.

AH06/20 **NRML Financial and Performance Reporting**

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

** informed the meeting that expenditure was underbudget relative to the time of year although as it was only 7 weeks or so 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 discussed and considered to be along the lines of expectation.

AH07/20 **Cracked render**

The draft tender document was awaited from Curtins Consulting Engineers. Upon receipt, consideration, possible revision, and ultimate agreement of the same further costs including those of their Post-Contract Services would not be known.

AH08/20 **To receive the following Operating Reports**

- **Building Maintenance**

The weekly site report was considered, and it was agreed that it would be more helpful if topics of specific importance were captured as opposed to standard operational remits. ** has since advised Karl Ashton of the same.

- **KPI Report**

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

AH09/20 **Time and Date of next meeting**

Next scheduled Skype meeting - 6.00pm Tuesday, 2nd June 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).

AH10/20 **Any other Business**

No further business was discussed thus the meeting closed at 18.40PM

N Gregory – NRML Company Secretary
3rd April 2020

Actions arising from the minutes dated 25.02.20

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