

ROMAN PARK MANAGEMENT LTD
MINUTES OF THE ORDINARY GENERAL MEETING
HELD AT THE CLUB ON SUNDAY 11TH SEPTEMBER 2022 AT 11.00AM

Present: Bob D'Souza - Chairman, Ken George - Secretary, Pete Brady - Trustee, Michaela and Dan Hippey of Hippey Accountancy, and 24 members of the club.

Apologies: Karl McAlpine - Treasurer (on holiday)

Prior to opening the meeting ,the Chairman requested that all stand and observe one minutes silence to the memory of our recently deceased Queen Elizabeth II.

Before the Chairman's opening remarks a question was raised as to whether all those present had paid the annual dues. The Chairman advised that this was not significant as no motions had been received and therefore there would be no need for a vote.

1 CHAIRMAN'S REPORT

- 1.1 The Chairman started by saying that the current Trustees had been elected at the OGM held on the 29th August 2021. Nic Kantas had subsequently resigned due to work and had been replaced by Natasha Lindsay who had also recently resigned. He introduced the remaining Trustees, the Accountants, and the new Centre Manager, Ashley Bolton, who had commenced work the previous week. He expressed his personal thanks to Howard Jones, the previous Manager, who had recently retired on health grounds, for all his help and support.
- 1.2 When the Trustees took office they found they had inherited a debt of £23,000 in the form of a loan, unpaid invoices in the sum of £2,000, the coffee shop and hairdresser did not have leases and were not paying market rent, and there were large amounts of annual contributions outstanding from owners, some going back many years. The coffee shop was open to the public and this infringed on the Private Members Club licence.
- 1.3 The Trustees prioritized in the last four months of the financial year 2021 the matters at 1.2 above. In addition:
 - They negotiated a lease at a fair rent, and arrangements for utilities, with the tenant of the hairdressing salon.
 - The Council were contacted and the coffee shop was allowed to continue in operation as a temporary measure provided the public did not have access to the bar area.
 - They tried to negotiate a lease with the tenant of the coffee shop but she was not prepared to pay a market rent nor contribute to utility costs. In addition she refused to provide food for residents on occasional evening events, an understood condition of her being allowed to set up. She left acrimoniously.
 - Agreed a monthly rental for the use of the car park by the Greek Food Van.
 - Embarked on a stringent programme of recovery of outstanding dues, including legal action, which allowed the annual contribution for 2022 to be maintained at £180.
 - Repaid £10,000 of the loan and set up a monthly direct debit of £250pm for the balance.

- The Treasurer negotiated a beneficial deal for electricity and gas until 2024. (*This was subsequently found to be a deal fixed by a previous Trustee*).
- 1.4 Since January 2022:
- Pat's Pilates became vacant at the end of March. Investigations were made into opening this as a coffee shop but the costs of alteration, equipment and hygiene requirements proved prohibitive, (in the region of £50,000). The premise was subsequently let at a fair market rent plus utility charges, to First Choice Properties, who also offer a discount to residents.
 - Repairs have been made to the squash court roof; new fencing installed; plant pots introduced and benches renovated, (thanks to Brian and Kim Stanley for those); conservatory painted and new furniture purchased; new blinds for the conservatory; some furniture in the bar refurbished and more planned; thermal roof to be installed in the conservatory to save on heating and cooling; repairs to the toilets; new glass washer and ice machine purchased; coffee shop reopened in a small way.
 - In addition the Trustees, from owners dues, had funded the Resident's Committee with £250 per month and additionally made financial contributions to the firework event, the Jubilee event, and Howard's retirement party.
- 1.5 Going forward into the next year
- With the help of the new Centre Manager it is hoped that the coffee shop menu will be extended and possibly meals provided in the evenings or weekends on occasions.
 - A maintenance programme will be set up to include the painting of the club inside and out, improving the internet and continuing refurbishment of furniture.
 - Continue to review and monitor facilities provided by outside contractors to ensure best value for the owners and continue chasing those owners with long outstanding debts.
- 1.6 Fees for the year 2022/2023
- Despite the plans for maintenance and refurbishment, the Trustees felt able to reduce the annual fees and for the next year these would be £168 or £14 per month.
- 1.7
- The Chairman thanked the Trustees for their hard work and commitment over the previous twelve months. Dan Hippey advised that under the current Trustees management the Club was now in its best financial position since they had been appointed as accountants in 2017.

THERE WERE NO QUESTIONS ABOUT THE CHAIRMAN'S REPORT

- A member thanked the Chairman for his report, congratulated the Treasurer on his action in fixing the utility contracts, (*this was subsequently found to be a deal fixed by a previous Trustee*), and welcomed the new Centre Manager to the club.

2 ACCOUNTS

Hippey Accountancy had prepared and published the accounts. There was only one question:

- 2.1 In answer to this question Dan Hippey advised that Sky TV Sport was costing the club approximately £1000 per month. There was some discussion about this and the benefit to the 422 owners measured against the small number of people who attended to watch the sport. Dan Hippey said that as a private members club the cost of Sky TV Sport is lower than in commercial venues. The club is also out of contract with Sky TV Sport. The Chairman pointed out that although the Trustees pay for this out of member's contributions, the decision regarding this and other activities at the club rest with the Residents Committee and perhaps this should be reviewed by the new committee.
- 2.2 A member pointed out that in the past there had been greater use of the club when food was provided and there was no TV.

3 APPOINTMENT OF TRUSTEE

There had been one nomination for the vacant Trustee post, Brian Kite, who introduced himself and explained that although he did not live on either of the two estates he lived nearby in Bancroft and owned a property on Blue Bridge. He was a retired teacher and head teacher who had been an active member of the Lions Club for the past 35 years. He attended the club infrequently because of its perception as a Sports Bar but was prepared to help as a Trustee to benefit the smooth running of the administration of the club. There being no other nominees his appointment was approved.

4 ANY OTHER BUSINESS

- 4.1 A question was raised about the appointment of two Honorary Members by the Resident's Committee at its AGM the previous week. There were some objections to people being given Honorary Membership and not contributing financially. It was pointed out that this level of membership was given to people who had moved from the estates who had made significant contribution to the activities of the club during their time as residents. After some discussion the Chairman advised that this was not appropriate to be discussed at this meeting as Honorary Membership rests within the gift of the Resident's Committee. It could be changed by amending the Constitution and Bye Laws at an Annual General Meeting or Special General Meeting of the Resident's Committee.
- 4.2 A member asked who should be contacted about problems on the estates and house sales, and was advised that this is the Secretary of Roman Park Management Ltd who could be contacted at the club by letter or email.
- 4.3 The point was raised that there should be a dress code and less use of bad language. It was pointed out that the club already has a dress code, and there is a swear box on the bar which the bar staff do implement. The Resident's Committee has the right to ban people from the club for offensive behavior and indeed this has happened in the past year. It was felt that perhaps the new Resident's Committee could overhaul the codes of practice.
- 4.4 A question was asked about dogs being permitted into the club and the Chairman advised that this had been introduced on request, for the conservatory, as a means of getting more members into the club. It was suggested that dogs and young children in the conservatory are not a

good mix. The Resident's Committee and Trustees to consider alternatives.

4.5 Somebody requested an explanation for the different functions of the Trustees and the Resident's Committee. The meeting was informed that the Trustees are responsible for the building and infrastructure of the club, the staff, collection of equal contributions, and ensuring transfers of property ownership are correctly performed. The Resident's Committee are responsible for all activities which take place in the club especially in the form of entertainment and the purchase and sale of alcohol through its Wine Committee. The Chairman advised that the roles and responsibilities of each group are set out in full detail on the Club's new web page.

4.6 A question was raised about the new climbing frame that had recently been installed in the garden as to whether it had been set up to professional standards and appropriate insurance taken out. This was confirmed by a member of the Resident's Committee.

THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT
12.20pm