

**MINUTES OF ROMAN PARK CLUB TRUSTEES MEETING,  
TUESDAY 3<sup>rd</sup> JANUARY 2023 AT THE CLUB AT 6.pm**

Present: Bob D'Souza—Chairman, Ken George - Secretary, Karl McAlpine - Treasurer,

Peter Brady - Trustee, Brian Kite - Trustee

1 **Apologies**- none, all Trustees present

2 The minutes of the last meeting held on the 6<sup>th</sup> December 2022 were approved.

3 **MATTERS ARISING**

3.1 Painting the club inside and out is left on hold until the better weather in early Spring.

4 **FINANCES**

4.1 The club finances are reasonably healthy for the time of year and with invoices having been sent out money is coming in. BD thanked PB and his wife June for all the hard work they had done in enveloping all of the invoices, statements and inserts. There had been some complaints because some residents received an email invoice which they had paid and then some time later a paper statement. This could be coordinated better next year. The finances are in a better position than they were at this time last year but we do not have as many outstanding debts to pursue. We still do not know what Government relief we will get on our revised Business rates for the club of approximately £7204 for the year.

4.2 The refurbished furniture,(£660), has been paid for and the work required to bring the plumbing to Government standards has been completed and an invoice for £1135 has been received. The contractor with the lower quote did not respond hence the higher cost as the work was time critical as an inspection is due on the 5<sup>th</sup> January 2023.

4.3 There is still some remedial work following Smiths fire alarm inspection but they are still to carry out further work before they complete their report.

4.4 Bob had produced a draft for a new menu and this was approved. He would tidy up and publish.

4.5 BK had met with Dan and there would be further discussions. The gist of his meeting was:

- Input can be made to Xero via DEXT by photo. It was agreed that this would be done but the red book would continue in parallel for a few months.

- The B3A fruit machine, the club takes the money and pays out prizes (exempt from duty)

- The Quiz machine we get paid cash

- The B4 machine the payout is 67% and we pay 20% duty

- The scratchcard machine we pay out of the till.

- The SOLDO card would seem to be very suitable for club use. The card costs nothing and can be pre-loaded with money. This would enable the Res Comm to be given money for functions according to their approved budgets. As SOLDO require application from a business address KG would apply.

- HMRC would soon have access to Xero for monitoring of transactions line by line.

4.6 KM had spoken to Dan about a new card payment system for customers and he had recommended HANDIPAY. We currently have a contract on our payment machines which HANDIPAY will buy out. KM waiting to finalise.

5 **MEMBERS REGISTER:** (Deed of covenants)

Heald's had been very tardy in submitting payments and deeds to the club. KM reported that in October last 9 outstanding transfers had been paid in and another 4 in November. This was a sum of over £1000 due to the club. After some emails back and forth between BD, KG and Heald's they had

advised that they would be considering in the New Year if they wanted to continue with our business. KG to contact First Choice to get advice as to what is involved.

## 6 **REFURBISHMENT**

6.1 BD had tried again to get in touch with Club Control without success. Updating of the door entry system is a priority in order to allow the public into the coffee shop. BD to contact a locksmith who carried out work in the past to find out if he knew of a supplier.

6.2 We assume Mandy has had the air conditioning in the cellar repaired.

6.3 BD identified a number of areas which he considered needed doing this year:

- Door entry system (see 6.1 above)
- Alarms and internet upgrade
- Snipaholix water heating
- Club facelift (painting etc)
- Reduced accountancy fees through more work being done by us (see 4.5 above)
- Improved media control. BD to discuss with Simon his potential involvement with media as an employee of the club.
- Ensuring covenants signed on sale of properties (see 5 above)
- Garden to be kept attractive (Mr and Mrs Stanley)

## 7 **OTHER BUSINESS**

7.1 BD would arrange for First Aid refresher course for staff.

7.2 The club is still on a wait list to become an Amazon point. Defibrillator outside of the front door has now been returned. BK advised that there is also a defib in Bancroft.

7.3 Mandy had advised KG that the debit card renewal is May.

7.4 The club had opened on Boxing Day and shown football via Amazon Prime on the advice given by KM that it was free. However BD advised that BT, who had partnered with Amazon on this initiative, had contacted him to say that as commercial premises we needed to subscribe and pay for this special service in order to legally make it available for our members. Better research to be done in future to make sure that Directors are not exposed to legal action.

7.5 BD advised that Del was supposed to be fixing the leak in the small conservatory this weekend

DATE OF NEXT MEETING - TUESDAY 31<sup>st</sup> JANUARY 2023 AT THE CLUB