

MINUTES OF ROMAN PARK CLUB TRUSTEES MEETING, TUESDAY 21st FEBRUARY 2023 AT THE CLUB AT 6.pm

Present: Bob D'Souza - Chairman, Ken George - Secretary, , Karl McAlpine - Treasurer,
Brian Kite - Trustee, Sally Wells - Trustee, Owen Jones - Treasurer,
Residents Committee

Prior to the Trustees meeting there was an informal meeting with the Treasurer of the Residents Committee, Owen Jones, who wished to present a couple of ideas for consideration.

These were:

- To demolish the walls and remove the foliage at the entrance to the club in order to provide a space for members and the public to enjoy the offerings of the coffee shop. The Trustees all thought this was a good idea and requested the Residents Committee to come up with a specific proposal, with plans if possible, in order that the idea could be costed.
- To produce an App which would permit people to advance order from the coffee shop so that members of the public could purchase food and drinks. The Trustees explained that they already had plans to open up the foyer of the club to the public by introducing a card entry system for members only to enter the licensed parts of the club.
- BD asked if the Res Comm had met and approved the minutes of the EGM held on the 29th January. Owen confirmed this and that the minutes would be available shortly along with the minutes of the meeting where the Officers of the Res Comm were appointed. He advised that the Social Committee comprised Vicki Davis and Sue Timms and the the Wine Committee comprised Dave Timms, Owen, and alternately Tim Davis and Mike Tuvey. KG suggested that minutes be posted on the notice board in the foyer as well as the one in the bar area.

Owen Jones then left and the Trustees continued with the Trustees Meeting.

- 1 **Apologies**- None, all Trustees present
BD welcomed Sally Wells to her first meeting as a Trustee.
- 2 The minutes of the last meetings held on the 31st January 2023 were approved.
- 3 **MATTERS ARISING**
 - 3.1 Painting the club inside and out is left on hold until the better weather in early Spring. KG said he had had trouble in finding contractors prepared to quote for the work and any suggestions from the Trustees would be welcome.
- 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 had met with Pete Brady who is going to continue to pursue those owners with large outstanding dues but he does not want to attend any Trustees meetings. BD will liaise with him and report progress.
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 There is still some remedial work following Smiths fire alarm inspection and they need to carry out further work before they complete their report.

4.3 BK had met with again with Dan to discuss accounting actions which we could take over. However there was a limit to what the Trustees and Manager could do, certainly not payroll or anything requiring liaison with HMRC, however he would explore further linking the till system directly to the Xero accounting system which should do away with the need for the “red book” manual accounting and the need for Dan to attend on a weekly basis.

4.4 KM would be finalizing the contract for HANDIPAY on Friday 24th February but had been unable to get a response from the company which provides the existing machines. He will stop the Direct Debit and hope that initiates a response from them. He confirmed that Amex would be possible on the new machines as well as telephone payments.

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

BD and KG were meeting Mr Kettle of Bridgemankettle Solicitors on Thursday 23rd February to discuss them taking over the Club work from Heald’s.

6 **REFURBISHMENT**

6.1 Dan of GPM Security had started the work on the door entry system. He had encountered problems because the system is incorrectly wired but was resolving them. His labour charges were likely to go up because of these problems but the work should be finished in the next week. Once this work was finished the Residents Committee would need to be involved to register members cards on the system. KG said that the system would be best set up by streets to make it easy to monitor. KG to contact Res Comm to coordinate. BK to be present for software training on the system to ensure any compatibility with the till system.

6.2 BD had identified a number of areas at the last meeting which he considered needed doing this year and these would remain minuted:

- Door entry system (see 6.1 above)

- Alarms and internet upgrade. KM dealing with Aimtech and Tickfords. Aimtech are currently waiting for BT to upgrade the lines which should be in the next couple of weeks. The club are still paying OneComm and KM will check the contract re obligations on leaving early.

- Snipaholix water heating. KG to chase Mark Ward re checking electrics suitability.

- Club facelift (painting etc). KG to get quotes.

- Reduced accountancy fees through more work being done by us (see 4.3 above)

- Ensuring covenants signed on sale of properties (see 5 above)

- Garden to be kept attractive. KG to follow up with 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. KM had resubmitted application.

7.3 Del had fixed the leak in the small conservatory but there were problems with the guttering. KG to write to Del to get a quote for installing an additional down pipe to fix.

7.4 BK would check whether Mandy now had Microsoft Office on her club computer. BD said that the Parish Council had funds available and he would contact them to suggest they pay for bacon rolls and premium coffee until the end of the initiative at the end of March.

7.5 BD said that he felt that action needed to be taken by Trustees if they noticed a “For Sale” or “For Rent” sign outside of properties on the two estates. It was agreed that SW would take on the responsibility for this. If a Trustee saw such a sign, they would take a photo and send it to SW who

would check Xero to determine if dues were up to date and contact the Agent advising them of any outstanding dues and of our solicitor's details.

7.6 BD raised the matter of communication with the newly elected Residents Committee and their relationship with the Centre Manager. It was agreed that if they required information for an event they proposed to put on they should **enquire** from the Center Manager but could not instruct her. Funding of the Residents Committee had already been agreed by the Trustees at their meeting on the 27th September 2022 and this would continue. KM raised that Dan had said that Res Comm payments could not go through the till system. However the meeting felt that if the Res Comm new bank account was linked to the club, with KM and the Res Comm Chairman and Treasurer as signatories, the account could be monitored by our accounting system. BD to confirm with Hippey Accountancy. KG would arrange a meeting with Chair, Secretary and Treasurer of Res Comm and Trustees to discuss communication and financing. Until then the £300 cash float would continue although it was noted that no budget requests had yet been received from the Res Comm so it was not known what the £300 was for.

7.7 KG said he had checked the hall hire rates for comparable halls from local Parish Councils and we were charging a top end rate. However most of their halls were opened and closed by volunteers whereas ours was done by paid staff.

7.8 KG had received a request from the Metal Detectorists Club which had used the club for their meetings for over 20 years at two monthly intervals on a Sunday evening at a cost of £10. It was agreed that KG would advise them that they could continue to meet at the club, in the foyer, for a charge of £15 per meeting.

7.9 BK advised that MK Lions had in the past run an Easter raffle at the club for a hamper and they would like to do this again this year. This was agreed.

DATE OF NEXT MEETING - TUESDAY 21st MARCH 2023 AT 6PM AT THE CLUB