

**MINUTES OF ROMAN PARK CLUB TRUSTEES MEETING,
MONDAY 20th MARCH 2023 AT THE CLUB AT 6.30pm**

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

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

2 The minutes of the last meetings held on the 21st February and 6th March were approved.

3 **MATTERS ARISING**

3.1 Painting the club inside and out is left on hold, see 4.1 below.

4 **FINANCES**

4.1 The club finances are reasonably healthy but having just spent over £5000 on repairs to the roof, expenditure going forward will need to be carefully monitored and some things such as painting the outside of the club and improvements to the phones and internet are put on hold. Pete Brady, who is continuing to pursue owners with outstanding dues, is now targeting some with lower level debt.

Welcome news was that our business rates bill for the current year is just over £1800.

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. inspection is 28th March

4.3 BK reported that Mandy and Simon are now both training in updating the accounting system with the "red book" information.

4.4 KM had signed up with HANDIPAY for our new card payment machine 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.

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

BD and KG had met with Mr Kettle of Bridgemankettle Solicitors and they were now acting for us.

6 **REFURBISHMENT/COFFEE SHOP**

6.1 GPM Security had completed the work on the door entry system and been paid. The Residents Committee had not wanted to discuss setting up the members register and activating the cards on the system as they were going to form a working party to look into it. BD said that application had been made to the Council and the fee paid to change the licence for the club in order to admit the public into the foyer for coffee/snacks. He wanted this to open on the 1st April and to ensure that we did not infringe the licence proposed changing the bar hours at weekends to opening at 2pm instead of midday. This was agreed. BD to advise Centre Manager.

KG to advise the Res Comm. KM would contact Simon to arrange publicity notices to put in prominent areas to let the public know and these would also advise members of a competition to name the coffee shop with a prize of £25 voucher to spend at the coffee shop. The staff would be asked to judge the entries. KM would arrange to exchange the foyer and conservatory furniture on the following Wednesday. KG would investigate the purchase of outside tables and chairs. BD would ask the Parish Council whether they would give publicity or some funding as this was of public benefit.

7 **OTHER BUSINESS**

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

7.2As Amazon have not responded about the drop point this item will be dropped.

7.3 The serious problem with leaks in the roof had now been repaired at a cost of £5200 but this included repairs to the leaks in the conservatory which had been ongoing for some time.

7.4 Mandy was investigating with Simon suitable sources for MS Office.

7.5 The Parish Council had not yet advised if they were continuing with the Warm Space.

7.6 BD and KG had negotiated rent increases with Snipaholix and First Choice commencing on the 1st May 2023. They would also contact the Greek food van for a small increase.

7.7 The Trustees had been considering for some time their responsibilities to members with regard to the fruit machines in the club. There is clear Government guidance that we have a moral and legal obligation to guard against both gambling addiction and money laundering and we do not have the resources, nor can we expect our staff to monitor the use of the machines. It was therefore agreed that the two fruit machines would be returned to the supplier. KM would investigate if there were some more family friendly machines which might replace them.

7.8 A complaint had been received from a resident about the advertising notices on the fence when entering Constantine Way. As these have been there for a long time KG would write to the owner asking if they would mind having them removed.

7.9 A problem with the website because the licence had expired, had been sorted.

7.10 KG advised the meeting that he had been unable to create a cordial and constructive

method of communication with the recently appointed Secretary to the Residents Committee

and was therefore, after 18 months as Secretary to the Trustees, resigning as a Trustee of

Roman Park Residents Club and a Director of Roman Park Management Ltd. The Trustees

Reluctantly accepted his resignation. The accountants would need to be advised to amend company house records. BK agreed to take over as Secretary.

DATE OF NEXT MEETING – TUESDAY 18th APRIL 2023 AT 6PM AT THE CLUB