

MINUTES OF ROMAN PARK MANAGEMENT TRUSTEES MEETING,

Tuesday 2nd May 2023 AT THE CLUB AT 6.00pm

Present: Brian Kite – Chair and Secretary, Karl McAlpine – Treasurer, Kim Bond and Mark Leggett

The meeting welcomed Mark Leggett and Kim Bond who were elected to the Board at the Special General Meeting held on Sunday 30th April 2023

Kim 32 Votes for 13 against and 5 abstentions

Mark 44 votes for 2 against and 3 abstentions

All Trustees have been given a Declaration of Interest form.

Mark Leggett has been elected as the new Chair of the Trustees.

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

2. The minutes of the last meeting held on the 20th April were approved.

2 **MATTERS ARISING**

3.1 Painting the club inside and out is left on hold, pending funding.

4 **FINANCES**

4.1 Pete Brady, who is continuing to pursue owners with outstanding dues, is now targeting some with lower level debt.

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. Following an inspection UK Safety Management are carrying out works on 28th June, 2023.

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. Progress is being made. KM actively pursuing this.

5 **ROMAN PARK CLUB MEMBERS REGISTER**

Residents Committee Secretary is working on a register He has sourced ‘old’ registers from the office and written to some 200 plot holders. A number of membership applications are being processed. Trustees are certifying addresses and Equal contribution status from our records.

5.1 BK has given ID to Bridgemankettle Solicitors and they were now acting for us.

6 **REFURBISHMENT/COFFEE SHOP**

6.1 Proposed meetings between the Residents Committee and the Trustees have not taken place due to planned holidays taken by Residents Committee members of which the Trustees were not informed. We are awaiting a new date to be offered. The Licence has now been changed and the café area is de-licensed and open to the public. Unfortunately, lack of a meeting and agreement with the Residents Committee, this has meant the swipe security system cannot, currently, be put into operation.

KM and BK met with DT on Friday 28th April. DT insisted the swipe system should be mentioned in the Licence from MKCC. KM contacting MKCC.

The chairs and tables are in use and have been much admired.

Parish council agreed to host adverts, designed by SH, in their newsletter. These are also on Facebook, NextDoor and the website. Mark has suggested using A-boards on Millers way and in the park.

The Parish Council advised the Warm Space ended at the end of March. Up to March the Tuesday opening was subsidised by the Parish council. The café remains open. What are the running costs and what is the income- is it worth opening? KM to investigate

- 6.2 It was noted the Res Com minutes of 8th March (Minute 2a) recorded: *The temporary decision of the Trustees to allow dogs into the club conservatory was rescinded and we will revert to our traditional custom of dogs only being allowed in the outside spaces of the club grounds.*

The whole of the amenity lands and facilities are the responsibility of the Trustees (Declaration of Trust). Item 7 of the Roman Park Residents Club states:

‘The Club agrees to occupy the premises provided by the Company on the terms offered by it and subject to its terms and conditions.’

The Residents Committee have made a number of ‘decisions’ regarding the access to the building of well behaved dogs. This is a matter for the Trustees.

The current situation is that,

Well behaved dogs may be allowed into the interior and exterior of the coffee shop and the Conservatory and all the amenity lands. All dogs will be expected to be kept on a lead and under the control of their owners at all times and the owners will be responsible for clearing up and taking away any mess made.

- 6.3 The Residents Committee are now collating information from numerous sources to create an up to date register of their members with a view to re / issuing Gold, Silver and Red cards.

The Trustees will register Roman Parks Management Ltd with the Information Commissioners Office. BK.

Trustees have a proforma for members to sign which the Residents Committee may use.

- 7.1 BD would arrange for First Aid refresher course for staff. **MM to contact BD**

- 7.2 Mandy was investigating with Simon suitable sources for MS Office.

7 OTHER BUSINESS

- 7.1 Request for advertising notices to be removed from fences on Constantine Way. **BK requests sent**

- 7.2 It was noted that the Juke Box is failing to ‘pay its way’ but Trustees felt it was an occasional resource for members and should stay. The Music Licence is to be renewed.

- 7.3 We had an incorrect number for an Health and Safety consultant to inspect the playground equipment. Different company to be contacted. Tad and Steve to be contacted. KB

- 7.4 The Trustees have agreed Bank Holiday bar openings to be Sunday hours on May 1st and May 6th. Staffing difficulties mean the bar will not open on May 29th. May 1st was reported to have been popular.

- 7.5 Patio area work. BD Inspected the area with AB. There is water damage on the wall surrounding the down pipe. Parts of the guttering needs replacing and the grouting on the affected area is soft to the touch and needs repointing. Also, several of the concrete coping stones are now loose and can be moved by hand and need to be properly cemented back into place. AB submitted an invoice which was above that understood by BD – **ML** has been approached to suggest an alternate company. Remedial work to the pool table to be explored. **KM to follow up**. Report and drop

- 7.6 Bushes remain to be cut. **BK to follow up with BD** BD has been reminded

- 7.7 Bank The old committee has a bank account Roman Park Residents Club – Committee 30-15-53 02542744 balance at 29.03.23 £651.84. The new committee don’t want / need a separate bank account.

Proposal 1. Write to last known signatories Ian Morgan and June Brady asking them to list Standing Orders / Direct Debits, transfer the balance to

Roman Park Management 30-15-53 02559612 and close the account. KM to contact them.

Proposal 2. Ask the bank to list Standing Orders / Direct Debits, transfer the balance to Roman Park Management 30-15-53 02559612 and close the account.

- 7.8 Bar Ceiling There is a leak over the bar. Mandy has requested the recent repair company to investigate.
- 7.9 Beer pipes Complaint from member – old pipes containing yeast had made him ill. Passed to Wine Committee and Mandy. Dayla have been asked to advise.
- 7.10 Website and email still need access to www.romanpark.co.uk and www.romanparkclub.co.uk. Failing this once we have the bank details we can cancel any DD to_ 123-Reg etc and obtain new domains.BK
- 7.11 Accuracy of Residents' Club Constitution was raised at SGM. Trustees are happy to help RC trawl through GM minutes to check for validity.
- 7.12 Residents Committee have asked Trustees to provide a wide ranging list of information previously held by the Manager and old Residents Committee re Fireworks. Much of this has been sourced.
- 7.13 Concern that non-Trustees are accessing the Trustees Office and removing data without authority. Access to the Trustees Office is only via prior authority of the Trustees once the nature of the notice is given.

DATE OF NEXT MEETING – TUESDAY 23rd May 2023 AT 6PM AT THE CLUB