

## MINUTES OF ROMAN PARK MANAGEMENT TRUSTEES MEETING,

Tuesday 24<sup>th</sup> May 2023 AT 6.00pm

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

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

2. MINUTES

2.1 The minutes of the last meeting held on the 2<sup>nd</sup> May were approved.

3 **MATTERS ARISING**

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

3.2 Register of interest forms

4 **DIRECTORS**

4.1 Companies House have now been updated with the new Directors. The shareholder listings will be updated in the next confirmation statement. Secretary to hold any 'spare' shares and the Secretary Trustee (Director) to only have one vote irrespective of their shareholding. Passed.

4.2 Minutes of meetings to be displayed on notice board and on website.

4.3 Wide ranging list of information previously held by the Manager and old Residents Committee re Fireworks has been sourced and given to the Residents Committee.

4.4 Trustees AGM to be held Sunday 10<sup>th</sup> September.

5 **FINANCES**

5.1 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. **KB 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.

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

5.3 KM had signed up with HANDIPAY for our new card payment machine. Progress is being made. Companies given 28 days notice. **KM actively pursuing this.**

5.4 In order for the Treasurer to be able to prepare a budget in time for the AGM Trustees would like Residents Committee to make recommendations and costings regarding their wishes for Sky and BT television services by the end of July

5.5 Income from sales at the bar in the first quarter and first 6 weeks of quarter 2 of 2023 are below those of the same period in 2022. The Club is facing a shortfall in the future which will lead to increases in Equal Contributions. The Trustees are to look at a long term plan.

The Trustees are vigorously pursuing those who are still refusing to pay Equal Contributions up to and including court action. It is not fair that the majority pay their dues while some feel they don't need to.

The Residents Committee need to put on 8 major fundraising events not including Fireworks, Bingo and Quizzes each year to increase footfall and, therefore, bar sales. Trustees are willing to give any assistance.

## 5.6 **ROMAN PARK ESTATE**

- 5.7 Request for advertising notices to be removed from fences on Constantine Way sent 10.05.23 with 28 days notice to 07.06.23. **BK**
- 5.8 Patio area work. First estimate to be clarified **KB** and a second to be sourced **ML**
- 5.9 Shrubs to the front to be cut to 15cm below the existing brickwork to allow growth. **BK** to contact gardeners.
- 5.10 We had an incorrect number for and Health and Safety consultant to inspect the playground equipment. Different company to be contacted. **KB**
- 5.11 Bar and Conservatory Ceilings. Roofer to visit this week.
- 5.12 Trustees Office lock has been changed and four keys are held– Trustee Secretary, Residents Committee Secretary, Accountant and Manager.
- 5.13 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 28<sup>th</sup> June, 2023.
- 5.14 Trustees have worked with residents to resolve parking difficulties.

## 6 **FACILITIES: BAR and COFFEE SHOP**

- 6.1 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. Mandy is in negotiation with rental company.
- 6.2 The café is open Tuesday, Thursday and Friday. What are the running costs and what is the income. **KM to investigate**
- 6.3 Residents Committee Secretary is working on a register of members with some success. Trustees are certifying addresses and Equal Contribution status from our records. The Trustees have registered Roman Parks Management Ltd with the Information Commissioners Office. Trustees have a proforma for members to sign which the Residents Committee may use.
- 6.4 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. Wine Committee were meeting today.
- 6.5 Mandy was investigating with Simon suitable sources for MS Office.
- 6.6 Bar Audit report due in early June.
- 6.7 The Club has been re-licensed to allow non members to use the café area. The licence says the Licensed areas shall be members only with 'controlled access'. Clarification has been sought from Licensing authority. The Club has two major areas – the Café and the Bar. These need to be segregated with extended opening of the café from 10.00 to 16.00. This means the Bar areas may have to be closed during these times until the clarification is obtained.
- 6.8 Major relaunch of the café on 1<sup>st</sup> July. This is to include (in no particular order) decoration of the café, 'A' boards for advertising on Millers Way and Redway, detailed Menu with chalk boards to include sandwiches, toasties, pizzas etc. **KB** to explore possibilities with Mandy. Special Trustees meeting to be held on 30<sup>th</sup> May. **SH** to be commissioned to design artwork and social media information. The bar will be closed from July 1<sup>st</sup> for a short period to enable staff to focus on the Café opening.
- 6.9 The Club will be open on Bank Holiday Monday 29<sup>th</sup> May.
- 6.10 Arrange BBQ with a band on a Saturday to be decided in August open to non-members using all of the Club premises, garden and carpark. We would welcome assistance from the Residents Committee.

**7 PERSONNEL**

- 7.1 We have recruited a new member of the staff team – Mille Gilead. She is welcomed and is settling in well.
- 7.2 First Aid refresher course for staff. BK contacting companies for quotations.

**8 OTHER BUSINESS**

- 8.1 Website and email still need access to [www.romanpark.co.uk](http://www.romanpark.co.uk) and [www.romanparkclub.co.uk](http://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 Limited success with 123-Reg but actively following up leads.
- 8.2 Copies Residents' Club Constitution are available in the Cafe

**DATE OF NEXT MEETING – TUESDAY 30<sup>th</sup> May 2023 AT 6PM AT THE CLUB**