

## MINUTES OF ROMAN PARK MANAGEMENT TRUSTEES MEETING,

Tuesday 20<sup>th</sup> June 2023 AT 6.00pm

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

Apologies Kim Bond

- 1 **Apologies**- None, all Trustees present.
2. MINUTES
  - 2.1 The minutes of the last meeting held on the 24th May were approved.
- 3 **MATTERS ARISING**
  - 3.1 Register of interest forms
- 4 **DIRECTORS**
  - 4.1 We have received a complaint from a Residents Club Member. She says she has requested that bottled beer other than lager be offered in the bar on the occasions when the draught Doombar isn't available. She says her requests to members of the Wine Committee have not been satisfactorily addressed. Complaint to be sent to Wine Committee.
- 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.

Letter sent to June and Ian confirming this minute.
  - 5.2
  - 5.3 KM had signed up with HANDIPAY for our new card payment machine. Progress is being made. Companies given 28 days' notice. KM expects completion this week.
  - 5.4 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.

We have collected nearly £3,000 in the last few weeks from overdue fees. We appreciate there are many reasons for dues being forgotten. We always look sympathetically at individual debts to find a solution suitable to all.

We are now writing to a number of householders who owe at least last year's dues. Our letter will invite payment in full or a payment plan to complete by December 31<sup>st</sup> 2023 by the end of July 2023. Failure to make a payment could result in 7% interest being added as from 1<sup>st</sup> August 2023.
- 6 **ROMAN PARK ESTATE**
  - 6.1 Request for advertising notices to be removed from fences on Constantine Way sent 10.05.23 with 28 days' notice to 07.06.23. One has gone and one to be taken down tomorrow. BK

- 6.2 Patio area work. First estimate to be clarified **KB** and a second to be sourced. Estimate due imminently. **ML**  
Shrubs to the front to be cut to 15cm below the existing brickwork to allow growth have now been cut.
- 6.3 We had an incorrect number for and Health and Safety consultant to inspect the playground equipment. Different company to be contacted. **KB**
- 6.4 Bar and Conservatory Ceilings. Roofer to visit this week. Roofer attended whilst building was secured. Steve to be contacted **ML**
- 6.5 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.
- 6.6 We apologise to DT. The minutes of our May 2<sup>nd</sup> meeting said 'DT insisted the swipe system should be mentioned in the license from MKCC'. This should have read, 'DT insisted that we should not go ahead with the swipe card system UNLESS it was mentioned in the license.' We are happy to put the record straight.
- 7 FACILITIES: BAR and COFFEE SHOP**
- 7.1 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.
- 7.2 The café is open Tuesday, Thursday and Friday. What are the running costs and what is the income. **KM to investigate**
- 7.3 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 last month. We have had no update.
- 7.4 Bar Audit report due in early June. Met with Wine Committee and action plan made
- 7.5 Major relaunch of the café on 8<sup>th</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 8<sup>th</sup> for a short period to enable staff to focus on the Café opening. Opening delayed due to holidays. Now 8<sup>th</sup> July. Flyer by July 1st
- 7.6 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.
- 8 PERSONNEL**
- 8.1 First Aid refresher course for staff. **BK** contacting companies for quotations. Booked for Sunday, July 30, 2023 9:00 AM
- 9 OTHER BUSINESS**
- 9.1 Email addresses [admin@romanpark.co.uk](mailto:admin@romanpark.co.uk) and [manager@romanpark.co.uk](mailto:manager@romanpark.co.uk) are both active and in use.

**DATE OF NEXT MEETING – THURSDAY 29<sup>th</sup> JUNE 2023 AT 6PM AT THE CLUB**