

MINUTES OF ROMAN PARK MANAGEMENT TRUSTEES MEETING,

Tuesday 15TH August 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 20th July were approved.
- 3 **MATTERS ARISING**
 - 3.1
- 4 **DIRECTORS**
 - 4.1 Complaint from a Residents Club member regarding the supply of bottled beer was addressed by the Wine Committee in as much as bottled Doombar is now available. Brian Kite to be designated Company Secretary and registered as such at Companies House. All agreed
 - 4.2 The annual Ordinary General Meeting is to be held on 10th September. Notices have been delivered to all properties on the estate and an email sent to all known landlords. Backing papers are available on <https://romanparkclub.co.uk/forms-fees/>
- 5 **FINANCES**
 - 5.1 We have not yet had confirmation from past Residents Committee members that bank account #02542744 has been closed.
 - 5.2 HANDIPAY continuing **KM**
 - 5.3 Final Accounts for financial year to 31.12.2022 have now been received and signed. A meeting with the accountants is to be arranged to discuss 2022 accounts and to plan Equal contribution for 2024. **BK**
- 6 **ROMAN PARK ESTATE**
 - 6.1 Advertising notices have now been removed from fences on Constantine Way.
 - 6.2 Patio area work has been completed and shrubs to the front have been cut. Sunshade 'sail' erected on patio area.
 - 6.3 We had an incorrect number for and Health and Safety consultant to inspect the playground equipment. Different company to be contacted. **KB**
 - 6.5 Fire Alarm system and Emergency Lighting have been updated to conform to modern British standards.
 - 6.6 A variation to the Club Premises Certificate (CPC) has been received. This stipulates the activities which may be carried out on our premises, ie 'The Club', the hours which it may be open (24/ 7) and the hours it may sell alcohol. It also lists who may access the premises: Members of Roman Park Residents Club and their Guests; Property owners who are not members of RPRC may enter the premises for the purpose of Roman Park Management Ltd General meetings. The Hall may also be used by non-members during periods when licensable activities are not taking place. Entry to the hall shall be controlled by a security system to validate access to Members and their Guests only. The access points are currently the Bar and Hall doors. The system will be activated on Wednesday 30th August, 2023 with a newsletter and posters to inform members. Trustee to be re-imbursed for the cost of the CPC variation.

- 6.7 The Trustees have received a proposal for a Resident to take a lease on the licensed premises. The proposal has been discussed but has been subsumed by a motion to be placed at the OGM.

7 FACILITIES: BAR and COFFEE SHOP

- 7.1 The Centre Manager is in negotiation with the Juke Box rental company.

- 7.2 Opening hours for the bar from the 19th August are

Wednesday 6.30- Close

Thursday and Friday 5-Close

Saturday and Sunday 12-Close

Cafe opening hour.

Monday closed.

Tuesday Wednesday Thursday Friday 9-4.30

Saturday 9-4

Sunday Closed

- 7.3 Beer pipes Complaint from member – Pipes have now been renewed and the cooling system has been repaired. The Trustees authorized the Centre manager to purchase a new washing machine.

- 7.4 Bar Audit report due in early June. Met with Wine Committee and action plan completed.

8 PERSONNEL

- 8.1 First Aid refresher course for staff on 30th July was successful. A Trustee attended.

- 8.2 More staff are needed for both the café and the bar.

9 OTHER BUSINESS

- 9.1 A meeting was held on Tuesday 8th August at which the Residents Committee outlined their plans for the annual fireworks. The Trustees agreed to endorse their application to Stantonbury Parish Council for a grant but made no financial commitment.

DATE OF NEXT MEETING – TBA PENDING MEETING WITH THE ACCOUNTANTS AT 6PM AT THE CLUB