

## MINUTES OF TRUSTEES MEETING ON 18 April 2024

1. PRESENT – Sharon Taylor (chair), Brian Southern (Treasurer), John Coveney (Secretary), Jason Hill (part to provide handover of lease negotiations), Jan Adams-Smith (part, observer)
2. APOLOGIES – Kim Bond, Lee Muncey
3. MINUTES  
The Minutes of the Trustees Meeting on 12<sup>th</sup> April 2024 were accepted
4. MATTERS ARISING
  - a. Signatures on Certificates of Compliance  
It was confirmed that the Secretary had to sign these following an email exchange between Sharon and our solicitor. Sharon to pursue whether we can have a deputy secretary or indeed more than one secretary. **Action Sharon**
  - b. Newsletter  
It was agreed that a newsletter showing the results of the EGM/SGM was required. **Action Sharon & John to produce**
  - c. Sky Sports Cancellation  
We still have not had formal notice that the Sky service will be cancelled on 2 May as planned. **Action John to chase again**
  - d. Electricity Contract  
The new contract with Yu has been activated for a 12 month period
  - e. Debtors Letter  
See Aged Debtors update below
  - f. Roofing Quotes  
Still not seen the additional quotes. To progress with Kim outside of the meeting
5. WORKING GROUP AND SGM/EGM FOLLOWUP
  - a. Newsletter on result and actions going forward  
  
The Trustees recorded their thanks for the hard work and commitment of the Working Group in the preparation of the materials for the EGM/SGM on the 14<sup>th</sup> April and in the presentation on the day given by Jason. As noted above the Newsletter need to be produced.
  - b. Premises License  
  
Sharon has established that the Premises License can be applied for online and will progress this. Sharon will also talk to the prospective licensee about using his personal license
  - c. List of contracts and prices for tenants including Aldemore leases needed  
  
The full list of contracts and charges to be either taken over by or cancelled by the new Licensee needs to be produced. John has searched the existing documents and online records and cannot find such a list or indeed some of the contracts.. Rather

than expend more effort in the search it was agreed that John should produce the control register with assistance from Brian

d. Removal of Charge on the Deeds of the Club

Sharon has identified how we may apply to the Homes Agency to formally remove the charge on the deeds of the Club. John provided the meeting with the Deeds and supporting documents. It was agreed that once the Premises License had been progressed we should proceed to try to remove the charge as the first step in supporting the mandate for Motion 3 of the EGM/SGM.

e. Communications with existing leaseholders

Sharon to talk to our three existing lease customers about the implications of the recent EGM/SGM. It was agreed that we need to start the process of renegotiating existing lease agreements.

f. Lease amendments

Sharon to talk to Robin & Lynn about the lease to see if they have any further comments. It was noted that the asset rental agreement included the tills for which we currently pay significantly more than the annual fee for . We lease the tills currently . Brian to look at the terms of the contract with Aldemore and report back

6. AGED DEBTORS UPDATE

- a. This year's EC collections
- b. Older Arrears

It was agreed that we need to send out the reminder letters for those plot holders in arrears. Following that we agreed to formulate a strategy for the longer term arrears. It was noted that communication with previous Trustees who have had great success in recovering debt in the past would be beneficial, particularly around the circumstances of the longer term debtors.

7. BUILDING AND GROUNDS

- a. Update on CCJ insurance issue

John reported that we are expecting the certificate in the post that removes the CCJ from the records after the debt was paid in the thirty day period in August 2021.

- b. Roof quotes update  
Awaiting update from Kim

- c. Cancel Juke Box

John to contact SB Amusements to have the juke box removed

- d. Quote for Chiller

Brian advised that the supplier recommended by our new potential Licensee had visited the Club and has provided a third quote for us. All three quotes are very close in financial terms. The new quote is in the middle and given the personal

recommendation of an experienced landlord it was agreed to proceed with that one unless anything untoward turns up in the final discussions.

#### 8. PERFORMANCE AGAINST BUDGET AND MANAGEMENT ACCOUNTS UPDATE

Brian took us through the draft management accounts for the first quarter which show a better than expected performance even after the extended payments for BT Sports and Sky. It was noted that we should not be too optimistic until we have completed the new lease and the issues with the roof of the Club have been fully identified and fixed.

#### 9. DATA BREACHES

There have been two data breaches which have been logged, Both were passed through the ICO assessment tool and neither breach need be reported to the ICO. Both have been recorded in the incident log.

#### 10. STAFF

Nothing to discuss arose during the meeting

#### 11. AOB

None arising.

12. Next meeting will be Thursday 2 May 2024 at 6.30 in the Club.