

ROMAN PARK MANAGEMENT LTD

MINUTES OF THE TRUSTEES MEETING 20TH JUNE 2024

1. Present: Sharon Taylor (Chair), Brian Southern (Treasurer), Lee Muncey, John Coveney (Secretary)
2. Apologies: None
3. Minutes of Last Meeting These were agreed and submitted into the record.
4. Matters Arising:
 - Roof update. The contractor is likely to start the work to repair the roof within the next 10 days.
 - Toilet refurbishment quotes. None of the three firms contacted for a quote have yet responded. John Coveney to get an update from his contact at SJW.
 - Deeds of Covenant Audit. John Coveney confirmed that he had completed his audit of the Deeds including those stored in the loft above the Trustees Office. There is now a master control document for all houses on the estates that included the details of the Deeds, EC payment status and will be expanded to include communications preferences in due course.

5. Update on Lease signing

The meeting with Robin and Lynn to identify the minor changes to the lease agreement has taken place and went well. Sharon Taylor to contact Charlotte at Howes Percival to have the small changes made. The target date for the operational date of the lease is now 1 July. The discount to be offered to residents is going to be 10% off drinks. Residents will have to provide photo ID at least at first to obtain the discounts. Our current, expensive membership cards cannot be used as there is no positive identification on them which would prevent them being handed to non-residents. There are two gas safety issues in the kitchen, a lack of an isolation valve and a lack of a screen between cooking equipment. Robin is obtaining a quote from his supplier.

6. Welcome Event early August

Robin has said that he plans to have a welcome event for residents in early August where there is likely to be a free buffet.

7. New Club Signage

A sign provider has been found by Robin. The old signage will be taken down by the same contractor, who is Signs Express

8. Fireworks Grant Update,

The grant application has been submitted although we may need to provide additional supporting information at a later date. The invitation to receive training from the fireworks company has not been forthcoming. We are to apply for the free space to provide back up to our existing qualified volunteers.

9. Staff Meeting

This has been arranged for Monday 24th June. It is likely that Milly will join via a video-link. It was agreed that this should primarily be Robin's meeting to formally introduce himself and what he will expect from staff.

10. Update on finance and debtors

A paper on recovering Equal Contribution Debt was distributed in its first draft form. John Coveney to complete the analysis and send out the final paper as soon as possible. There may be a slim chance that we may be able to reduce the commitment on the leasing of the tills if they can after all be adapted to meet Robin's needs.

11. Fixed Asset Register

This has now been handed to the Treasurer pending a formal walkthrough with Robin.

12. Pool Table

We have been advised that the table needs to be re surfaced at a cost of £170. It was agreed that this would be covered by the funds remaining from the Resident Committee.

Post meeting update. Our new tenant does not want the pool table so we will be advertising it for sale without being resurfaced first.

13. Insurance and EICR

We have now found the EICR certificates and the detailed statement of rectification work carried out post EICR. Brian Southern is to send these to the insurance brokers to see if that will suffice for the insurers. We still need to have certification for the extraction equipment in the kitchen but that will be done following the kitchen deep clean being carried out by the new tenant. EICR and kitchen certification must be with the insurers by 22 July.

14. Music License

We will only have to pay the PRS license pro rate until the end of June.

15. Play Equipment

It has been agreed that rather than repair the equipment ideally it should be removed. Lee Muncey is to assess the removal to see if we can do it ourselves or whether we need a contractor.

Post meeting update. The equipment was removed by Lee and Robin and has been taken off site.

16. AOB

John Coveney outlined the proposed new format of the website. It was agreed that the contents need to be developed and approved but for now there would be some short term changes to reflect the upcoming leasing of the Club.

We agreed to repay the Covid bounce back loan to avoid any further interest charges.

Work is needed on the gates by the 1st Choice offices. John Coveney to arrange for a quote to be prepared.