

ROMAN PARK MANAGEMENT LTD

MINUTES OF THE TRUSTEES MEETING 9TH JULY 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:
 - Removal of Charge on Club. All the forms and payment to Homes England have now been submitted and we must now wait to hear that the charge has been removed.
 - Firework Grant. We have yet to hear back from the Parish Council as to whether we are eligible for the grant after the change of status of the Club. Lee Muncey has been accepted on to the training course for safely handling fireworks as previously proposed.
 - Toilets Quotes. We still have not received a quote from the three suppliers contacted. Robin our new tenant is getting one from his preferred supplier and John Coveney has made contact with one of the original three suppliers who is to visit the Club shortly.
 - Building Insurance Update. Brian Southern reported that the insurance company has accepted the EICR certificates and description of subsequent rectifications carried out in 2022. The next EICR will need to be undertaken in 2027. We have yet to provide the insurers with certification around the cleanliness and safety of our extraction equipment in the kitchen. This is being done in conjunction with Robin and we hope to receive the certification shortly.

5. Building Security

Following the break in to 1st Choice Properties and the broken glass outside the Snipaholix entrance we reviewed the options for improving security. We agreed to get a quote for an additional two CCTV cameras which can clearly capture the entrance to both tenants and also to look at the costs of replacing or strengthening the entrance doors.

6. Rent Reviews Update

We have a request from Leanne at Snipaholix for a new lease that expires at the same time as that for Silver Street Pubco. The Trustees agreed to this request and will base the lease upon that for Silver Street Pubco which avoids any additional legal fees. It was agreed that we need to review the amounts charged to both 1st Choice and Snipaholix for utilities charges that are not separately metered. To our knowledge these have not been changed to reflect the recent energy price increases.

7. Collection of Trustees paperwork

John Coveney is to collect paperwork from a previous Trustee that was not left in the Trustees Office.

8. Sale of Pool Table

We have had no response to the ad on Facebook Marketplace. One of the staff members has expressed an interest in the table. This will be followed up on by Sharon Taylor.

9. Finance Update

Brian Southern presented a cash flow projection for the second half of the year which shows an improvement. However, it was agreed that there is still some uncertainty around costs for security and the upgrades required in the kitchen to meet the updated building regulations. It was therefore agreed that we have to redouble our efforts to collect the remaining Equal contributions. The importance of building up healthy reserves for contingency in the future, which has not been the case for RPML historically, was agreed upon. It was agreed that the second quarter results should be put in the next newsletter on our website when they are available.

10. Debtors Update

The first set of last reminder letters have been sent out with some success. It was agreed to hold a separate meeting to go through the approach on the more problematic cases.

11. Repairs Status

We have still not received the quote for fixing the 1st Choice courtyard gates. It was noted that the gate by Snipaholix also needed to be fixed as it was providing unrestricted access to the rear of the Club. The supplier is to be chased to provide quotations.

12. Contracts Review

The full list of outstanding contracts and payment schedules post the letting of the Club needs to be completed but this is a lower priority than the collection of EC's. We are satisfied that, bar the telecoms contract where we await Robin to install his preferred supplier's solution, all unnecessary contracts have been removed now but we still do need a simple and accurate contracts master reference facility.

13. AOB

John Coveney reported that our solicitors have on a number of occasions not been proactive or helpful in anything that lies outside the narrow bounds of their current remit. This added to their earlier decision to reduce their involvement in the process required by RPML in house sales lead him to suggest that we might like to sound out a replacement. It was agreed to approach the solicitors who drafted the lease for Silver Street Pubco as they had done an excellent job at a reasonable rate.

Brian Southern was asked to look at our insurance policy to see if it had specific requirements around certification for doors and windows.

Lee Muncey was to investigate the status of a car that had been parked in the Club car park for some weeks and to report back.

We have set the provisional date of the AGM to be Sunday 22 September at 10.30 at the Club. John Coveney to draft the announcement and associated paperwork.

14. Date of Next Meeting

Provisionally set for 23rd July at 18.30. Venue to be confirmed.