

ROMAN PARK MANAGEMENT LTD

MINUTES OF THE TRUSTEES MEETING 16TH SEPTEMBER 2024

1. **Present:** Sharon Taylor (Chair), Brian Southern (Treasurer), John Coveney (Secretary), Lee Muncey

2. **Apologies :** None

3. **Minutes of Last Meeting**

These were still to be reviewed and approved.

4. **Matters Arising**

- Removal of Charge on the Club. The Charge has been completely removed.
- Toilets Quotes. We have still not seen the reduced scope quote from Robn's plumber,. There was a long discussion around the benefits of carrying out the full refurbishment for which we have two comprehensive quotes. The conclusion was that we should wait until SJW Plumbing have completed their investigation into the issues with the hot water supply and as them for a combined quote for rectifying the faults in the hot water supply, installation of the two inline water sub meters and the toilets refurbishment with a view to obtaining a discount on the increased overall scope.
- Fencing, roofing, telecoms cupboard maintenance. The gates outside 1st Choice should be mended soon. The new roof leak in the conservatory appears to be a simple fix nd I an has been tasked to carry it out, The telecoms cupboard door should be opened on the 16th September to allow Open Reach access to the comms cabinet.

4. **OGM Preparation**

It was confirmed that there have been no motion or nominations submitted. The Agenda is therefore unchanged form that published on the web site,

Tim & Vicki Davis are to be approached by Sharon to assist in registration on the day.

Sharon to contact David Timms to see if he could assist in taking notes for the minutes of the OGM in the event that the Secretary is, for personal reasons, unable to attend.

Post meeting note – The Secretary can confirm that the existing NDA can be used.

It was decided that there was no need for a projector for the OGM although Brian is to check whether that will be all right for our Accountant.

5. **Security Call Outs**

We have been having up to 4 alarm call outs a month recently. Securitas have billed us but we are not aware that a member of the Roman Crown staff has always been present. We need to ascertain the details of the call outs and fixes. In particular we need ascertain whether the alarm system is due for an upgrade and if so what our contractual commitments are with key holder, alarm maintenance and

call outs. These contracts and those for the fire alarms are the last ones to be examined in our review cycle. Treasurer and Secretary to arrange a review and to contact Securitas.

6. Window Cleaning

The Treasurer has arranged for the window cleaner to present invoices and receive the payments electronically. We are responsible for exterior window cleaning of the building only.

7. Update on Plumbing/Hot Water Supply

SJW Plumbing visited the Club to look at the Hot Water issues being encountered in the kitchen. Their view confirmed our suspicions that a combi boiler was not really appropriate for our premises and should not have been fitted. However, to replace it and fit a new cylinder would be very expensive. We were given two alternatives a) fit electric water heaters in the kitchen and Snipaholix and b) purchase a more in depth survey of the pipework, valves and pumps in our system. Their view was that the 44kw combi boiler was large enough for the building and that similar boilers had driven much longer pipe runs in other premises. It was therefore likely that there was one or more faulty valves/pumps in our system. We voted 3-0 to adopt option b) at a cost of £240. We would also receive the quote for fitting in line sub meters for the water supply to 1st Choice and Snipaholix.

8. Land Survey

Louch Shadlock have been asked to provide the quote for the elements of an overall detailed valuation of our site that have no time expiry upon them. They are to talk to their subcontractors and get the quote to us.

9. Waste Collection

We will be seeking to terminate our contract with Biffa which has been proven to be very expensive. The Roman Crown will pick up the new contract and their broker is to try to minimise our termination costs.

10. EC Arrears Collection update

The Secretary provided an update on the debtors status. It has improved. We now have just over 30 properties where we have had no payment this year. 21 of them have larger arrears. We have just sent out 24 letters/emails and the rest of them will be sent out over the next two weeks. The last few cases will be highly problematic. We may need to seek legal advice for a few of them. It was agreed that we would pursue all debt rigorously.

11. AOB

None

12. Date of Next Meeting

To be advised.