

ROMAN PARK MANAGEMENT LTD

MINUTES OF THE TRUSTEES MEETING 23RD 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. No update has been forthcoming from Homes England as to the progress on our application to remove their charge on the Club. It was generally thought to be a positive sign. Sharon Taylor will look for an update after a week or so.
- Paperwork from previous Trustees around debtors. This has now been collected and reviewed. There is some very useful history around some of our worst offending debtors which will be useful.
- Toilets Quotes. One of our three plumbers has visited and we await his quotes and that of the plumber recommended by Robin. Our plumber will also quote for the fixing of the tap and hot water supply in 1st Choice.
- Building Insurance Update. We should receive the ductwork certificate on Friday coming. This is the last requirement of the insurers.
- Car in Club car park. The offending vehicle is still there. After checking with the Police we know the vehicle is not stolen. We have reported it as an abandoned vehicle. A cursory review of the DVLA website reveals that it has an MOT but is not taxed. It was only sold at the end of June. The Council will treat it as abandoned but in the meantime we will place a notice on it to the effect that it has been reported to the Council.
- Potential new solicitors. We have a video call with Howes Percival tomorrow at which we hope to finalise an arrangement to go forward.

5. Building Security

We have received the quote for the two new CCTV cameras which with installation is just over £400. The recent upgrade to the controller and hard drive allows for this expansion at a competitive rate. We have also received quotes for new doors and also for steel shutters for the entrances to 1st Choice Properties and Snipaholix. We have been informed that the existing doors are good quality and difficulties in siting shutters would mean that the one for 1st Choice would have to be mounted internally. Given the cost of the doors and shutters we agreed, after a unanimous vote, to go ahead with the new CCTV cameras but also to have our landscaper reduce the height of the hedges in front of 1st Choice.

We have not yet had the quote for the new posts for the gates to the 1st Choice courtyard or alongside the rear entrance to the Club by Snipaholix. The contractor has been chased for these. There is some suggestion that our landscaper may have caught the rear gate with their ride on lawnmower. This is to be discussed with them.

6. OGM Paperwork

John Coveney will draft the notification of the OGM which is set to be held on the 22 September at 10.30 in the Club. It was agreed that this would need to be printed and distributed in addition to being put up on the website. It was also agreed that we should include an update on the use of the website and our desire to reduce the amount of paper we print and distribute. It was recognised that some residents would still need to have paper copies of newsletters but we would work to minimise the number of copies produced..

7. Sale of Pool Table

The pool table was sold to a private buyer last week and has now been removed from the Club.

8. Fireworks Grant Update.

We have provided the additional accounts and budget information requested by the Parish Council and we now await their decision on whether we shall be given a grant or not...

9. Finance Update

We will be in a position to issue second half draft results shortly. Overall the projections are positive although we agreed the need to be cautious with respect to the improvements to the kitchen extraction and gas safety improvements. These are not required by our insurers and some of the improvements only apply to new installations as the Building Regulations have changed. Given that the quote for the work which we have seen is very large we will seek two additional quotes over the coming months with a view to making the changes at a later date.

It was agreed that John Coveney would contact Jonathan Whittle at Louch Shatlock to ascertain whether the next stage of a property sale for the Club has a 'shelf life' or not. We agreed that we should present the spending of the estimated £10-15k on the next stage of a sale, assuming that there is no constraint on the validity of the study, as an option in the form of a slightly higher EC next year which would be presented at the OGM when we announce the EC.

The meeting to discuss debtors was confirmed for the 24th July. We will be looking to have chased all outstanding debtors within the next few weeks. Some of the cases are complex and will require a bespoke approach hence the timescales.

10. Content of the Next Newsletter

John Coveney to circulate the draft outline for comments and amendments/

11. AOB

The Skip Amnesty skip will be at the Club on Monday Lee Muncey to dispose of the old broken slide. There is also some old wood in one of the lean-to sheds outside the building which Lee will clear as well.

Inside one of the other sheds are some rotting fireworks which are potentially dangerous . We have alerted the Council and their Waste Team will dispose of them.

We discussed and agreed unanimously to take up the additional Directors and Officers Insurance for an annual premium of less than £80. This provides an increased level of protection for Trustees (up to 5) which is required for landlords over and above the levels provided in our existing policy.

12. Date of Next Meeting

27th August at 7pm