

ROMAN PARK MANAGEMENT LTD

MINUTES OF THE TRUSTEES MEETING 27TH AUGUST 2024

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

2. Apologies

Lee Muncey

3. Minutes of Last Meeting

These were accepted into the record

4. Matters Arising

- Removal of Charge on the Club. We are still waiting to hear from Homes England.
- New Solicitor appointment. We have now changed to Howes Percival who so far have been very proactive and efficient. Overall we viewed this as a positive change.
- Toilets Quotes, We need to chase the quotes. John Coveney to talk to SJW plumbing. Robn to be asked for his plumbers quote details.
- Fencing Quotes. It was agreed to instruct our handyman Fred to carry out the work on 1st Choice, The other two ore expensive quotes would have replaced large areas of fencing that although old are currently fit for purpose.
- Building Insurance Ductwork update. All completed. The insurance policy including Directors and Officers cover is now fully complete.
- Landscaper quote for bush lowering outside 1st Choice. Quote received. We decided not to have the work done following the installation of the additional CCTV cameras for the entrances to 1st Choice and Snipaholix.
- Car in club carpark. This has now been towed away by the Council. Signage for the car is due to be put in place by the Roman Crown
- Fireworks Grant. We are still awaiting news form the Parish Council (post meeting note , we have now been invited to their meeting on 18th September to put forward our application).

5. Debtors Update and Future Actions

The Secretary ran through the aged debtors analysis and stated that the few most problematic cases would need an individual approach. Debt to be actively managed in the next 4 weeks.

6. Louch Shadlock response.

We have had a response from Louch Shadlock. Essentially 4 of the six actions that would lead to a final deliverable for the next step of the sale process have no expiry date on them and any investment in these 4 actions will be worthwhile in our investigation of the sale of the Club which was mandated at the EGM. We agreed to take this next step as it fell within our agreed budget.

7. AGM Preparation

Assuming we have no motions or nominations for Trustees by the deadline then the next actions were to load the proxy voting form, 2023 accounts and Chair's report to the website. Chair to produce the report, Treasurer to obtain final accounts and Secretary to produce the proxy voting form and load all three.

8. Telecomms and Internet Contract

The existing contract with Boxx to be cancelled by Secretary. Roman Crown to have new lines installed by their supplier. The existing wifi has been playing up leading to problems with the tills so this is now urgent.

9. Rates reclaim from MKCC

Rates have been reclaimed. Roman Crown to be advised as they have liability now and will have to apply for their own reliefs.

10. Finance Update including next year's forecast and EC

The Treasurer provided an update on the current position. It was still very positive. We reiterated our intention to build up RPML reserves to place the business on a sounder financial footing and this would impact the EC level for next year.

11. Electric and Waste Contracts Recharging

Recharging is happening now for all services paid for by tenants. The Roman Crown are looking in particular at resourcing waste services, Their draft quotes appear to confirm our belief that RPML have been paying far too much over the length of the current contract.

12. Content for next newsletter

Chair to draft some content for newsletter.

13. AOB

Secretary asked for and was given authority to access the title deeds of a small number of properties to support the collection of debt from our more problematic cases. The cost is £3 per search. Likely cost will not exceed £60.

14. Date of Next Meeting

To be advised.