

## ROMAN PARK MANAGEMENT LTD

### MINUTES OF THE TRUSTEES MEETING 7<sup>TH</sup> OCTOBER 2024 AT 7PM

1. **Present:** Sharon Taylor, Brian Southern, Lee Muncey, John Coveney
2. **Apologies :** None
3. **Minutes of Last Meeting** Presented at meeting and accepted. OGM minutes have now been finalised.

#### 4. **Matters Arising**

- Telecoms Cupboard and new Broadband install. The cupboard has been opened now and we expect the new supplier to install telephone and broadband to the Roman Crown shortly. Old contract with Boxx has been cancelled on 30 days notice.
- 1<sup>st</sup> Choice Gates. Still awaiting the contactor to do the work.
- Review of Security Contracts. This is still outstanding,
- Louch Shadlock proposal. We are expecting the proposal for elements of the valuation that which have no elapsed time constraints.

#### 5. **Title Deeds**

We have been given the option for Howes Percival, our solicitors, to obtain a copy all of the title registers for the properties on our two estates at a cost of £3 per property. The decision was taken, unanimously, not to take up the offer. We will continue to pay for a register search for properties with substantial arrears in the Equal Contribution where we are considering legal action to recover the monies owed to RPML.

#### 6. **VAT on ECs next year**

It was confirmed by the Treasurer that VAT will need to be charged on the Equal Contribution even with the new operating model as a Landlord.

#### 7. **New Snipaholix Lease**

Leanne has asked for a new lease to be drawn up and we will use the Roman Crown lease as a template. The lease will be timed to expire at the same time as that for the Roman Crown.

#### 8. **Kitchen Equipment service**

Most of the kitchen equipment is extremely old and has not been serviced much in the past as far as we can see from what records exist. The gas oven in particular needs to be serviced. Secretary to arrange for the service to take place.

#### 9. **Email to Fantastic Fireworks**

We have now heard back from our insurers concerning the fireworks display. Sadly the number of volunteers needed to control the crowds and parking in the evening will prohibit us from safely proceeding with the display. We are to write to Fantastic Fireworks informing them of this

decision and offering to refund the cost of the safety and handling course undertaken by Lee Muncey. (post meeting note we were not asked to refund the cost)

## **10. Finance Update**

The Treasurer presented a summary of the financial position. Largely we are operating to budget,

## **11. EC Collections Update**

The Secretary provided an update on the 2024 EC collections and a list of properties with longer term arrears. It was agreed that properties in arrears needed an individualised approach. It was recognised that where the owners permanently reside abroad it would be impossible for us to take court action and that the debt could only be recovered upon the sale of the properties.

## **12. AOB**

- The quotes for the refurbishment of the male and female toilets were reviewed, It was agreed to go with the quote provided by SJW Plumbing which also provided for the installation of two electric water heaters in the Roman Crown and Snipaholix to alleviate the long lag in water heating from the combi boiler. The quote also included corrections to some of the pipework which was incorrectly configured at the time of the installation of the combi boiler many years ago,

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## **13. Date of Next Meeting**

4<sup>th</sup> November 2024. Time and venue TBA.