

MINUTES OF AN IMPROMPTU TRUSTEES MEETING 10TH MARCH 2026 AT 2PM

- 1. Present:** Sharon Taylor (Chair), Brian Southern (Treasurer), John Coveney (Secretary), Lee Muncey
- 2. Apologies:** None
- 3. Minutes of last meeting:** were approved
- 4. Matters Arising:**
 - 4.1. We reviewed bids for safety services from Smiths & UK Safety Management. Recommended supplier is Smiths and this was agreed in meeting. John to write to both companies informing them of our decision. Smiths do not do electrical work so we will have to find alternative suppliers for PAT testing and our five year EICR which is due in March 2027.
 - 4.2. John has written to the Roman Crown on their debt. No response as yet.
 - 4.3. John has contacted Bee Tee alarms about the enhancements. It was agreed that we should hold back in case the new tenants amend the internal layout which might result in further sensor and cabling positioning changes.
- 5. Selection of New Tenants:** There was a long debate around the two offers we have for taking over the Roman Crown. Whilst there were merits in both offers in the end the general consensus among us was the team from the Victoria had more experience and their approach was realistic in the difficult hospitality sector conditions. Their offer was accepted 3-0.

Sharon to inform the unsuccessful bidder's solicitor

John to inform the Vic team and obtain their company details for the drafting of the lease
- 6. Unit 1a Update:** New electric heaters and doors have been installed. Tenant has had new alarm system installed. They still plan to open for business in early April.

Lee to inform Mark Leggett that we would no longer be collecting and forwarding 1st Choice post after the end of this month.
- 7. Roof Repair.** We agreed to hold on until the two bidders have been informed of our decision. Brian then to contact roofer to progress with the repair.
- 8. Use of Club on Polling Day:** John to complete the Polling Station information form and send back to MK Council. We agreed unanimously to raise the fee to £400 plus VAT for the day on May 7th.
- 9. Fire Extinguisher Testing:** John to tell Smiths Fire to go ahead with the extinguisher service and also to complete the work on the fire alarm to make us fully compliant. Post meeting note. We understand that Snipaholix extinguishers have not been serviced. John to tell Smiths to include them and also Unit 1a in the testing.
- 10. EC Collection :** Approximately 75% now fully paid up. Final reminders to be sent out at the end of March.

11. Email Address Capture: Microsoft Form has been designed and has been used successfully by Trustees. John to draft accompanying note for contact details capture form. Note to be hand delivered to all properties and also emailed to those owners for whom we have a current email address. Target is to do this in week commencing 16th March. Note to include a reminder for EC late payers.

12. AOB:

- John to arrange meeting with Petanque Club to discuss their letter
- Sharon to instruct Natasha to go ahead with the domain name renewal
- Sharon to write to Leanne re fire extinguishers and PAT testing to see how she manages these
- Sharon to write to Larissa about the same.
- We approved the end of year finance figures

13 Next Meeting: To be decided once reaction form tenants received.