

MINUTES OF THE TRUSTEES MEETING 19TH MARCH 2026

- 1. Present:** Sharon Taylor (Chair), Brian Southern (Treasurer), John Coveney (Secretary), Lee Muncney
- 2. Apologies:** None
- 3. Minutes of last meeting:** were approved.
- 4. Matters Arising:**
 - 4.1. Smiths Fire were appointed for fire alarm and extinguisher testing. UK Safety Management were told they had been unsuccessful. Extinguisher testing has been scheduled for 23 April 2026.
 - 4.2. Roman Crown had made one further payment.
 - 4.3. Company details were asked for from the Victoria team after they had been informed that their bid to run the Roman Crown (as is) had been accepted. Post meeting note, a new company was formed which delayed matters by a few days. We agreed via a conference call that additional guarantees over and above the substantial deposit would not be needed.
 - 4.4. 1st choice were informed that their post would not be forwarded beyond the end of April.
 - 4.5. Brian has contacted the roofer firm for a formal quote on the repairs. We agreed unanimously to proceed with the work.
 - 4.6. Polling Station purchase order requisition form was prepared and submitted.
- 5. New Tenant.** We agreed to instruct Howes Percival to draw up the new lease. It was agreed that the new tenant should, wherever practicable given some elements of shared infrastructure, take on the paying of utility bills. We need the Vic team to complete the alarm system keyholder sheet. We also need Jason Hill to instruct them on the use of the CCTV system and look at the reason why one camera appears to be malfunctioning.
- 6. Email Address Capture:** The form has been sent out via existing email addresses where we have them and a paper to each home on the estate. Early returns are encouraging.
- 7. AOB:**
 - John has met with the Petanque Club on two occasions and we now have their opening time requirements. We will cover these until such time the Roman Crown is open again.
 - The boiler has failed again. We will repressurise it again as a temporary fix. A new boiler may have to be scheduled into the repairs schedule at some stage.
 - Lee and John to look at guttering outside Snipaholix. Meeting to be held with Snipaholix to discuss door, lighting and a few other Leanne concerns.
- 8. Date of Next Meeting :** to be advised.