

MINUTES OF THE TRUSTEES MEETING 30TH APRIL 2026

1. **Present:** Sharon Taylor (Chair), Brian Southern (Treasurer), John Coveney (Secretary)
2. **Apologies:** Lee Muncey
3. **Minutes of last meeting:** were approved.
4. **Matters Arising:**
 - 4.1. Roman Crown have not cleared any more of their debt. The meeting agreed to write to them again asking for a response to our solicitors letter. Allocated to John to action. Sharon would also seek informal advice from Howes Percival.
 - 4.2. The roof repair has partially worked but there is still a leak behind the bar. Brian reported that the roofer had been back and has identified a repair that needs to be done from the inside of the roof cavity. The work is scheduled for two days time.
 - 4.3. We have had no further contact from the other party who had been interested in taking over the lease for the Roman Crown regarding compensation for legal costs incurred. We agreed that this matter can now be considered to be closed.
5. **New Tenant.** The lease has been signed. The tenant has started internal renovation works. We need to check whether they have completed the keyholder details sheet and returned it to Bee Tee Alarms. John to do this. Brian reported that Jason Hill is to contact the tenant to go over the CCTV system and look at one camera that appears to be malfunctioning. A full handover will only be possible when the tenant has Wi-Fi working in the building. Sharon to arrange our glazier to provide a quote for a new door and replacement windows in the area either side of the squash court. It was felt that the actual work would be carried out at a later date but we need to have a costed maintenance programme for the building.
6. **Smith Fire Quote.** We have received the report from the extinguisher testing and the quote to bring us into line with the ISO standards. We agreed 2-0 to instruct Smiths to carry out the work.
7. **EC Collections and Email take up.** Reminder letters concerning EC payment have been emailed, walked or posted out on and around April 23rd. We have had 14 payments as a result but we still have 65 homes in arrears. A final demand will be sent out towards the end of MAY. Our account with the County Court has been set up should we need to proceed down that route. To date we have valid, current email addresses for the owners of 303 out of 423 properties. The aim is to improve that in time for the distribution of invoices for next year's ECs. 20 owners have elected to receive a paper copy invoice in addition to an electronic one.
8. **Polling Day preparation.** We have received the purchase order. The booths and signage have been delivered. John will open and close the building on May 7th. We have had a request from the presiding officer to check data coverage on the day before.
9. **Longer term EC arrears.** We reviewed the list of home owners owing more than just this year's EC and set out a strategy for each of them. Actions will be executed for each of them over the coming month.
10. **AOB:**

- 10.1. The Petanque Club have provided a revised list of fixtures. We agreed to open the club for them to use the facilities on a rotational basis until such time as the new tenant is open for business.
- 10.2. We agree the need for the Secretary to organise a training session on the web site, outbound email and ownership tracking maintenance. There is a single point of failure currently.
- 10.3. The Chair has written to the Licensing Authority and the new tenant to ensure that the new license is in place. We will continue to hold the premises license.
- 10.4. The EICR will need to be renewed in February 2027. John to contact Martin to see whether it is a service he can offer.

11. Date of Next Meeting : to be advised.