

# ROMAN PARK MANAGEMENT LIMITED

Minutes of meeting held on Thursday 9<sup>th</sup> December 2010.

## **Present:**

Chris Leighton

Jenny Sharp

Linda Morgan

Bill Watts

Howard Jones

Barry Wantling

## 1. Minutes of last meeting

The minutes of the last meeting were accepted via email and posted.

## 2. Secretarial/Admin Duties

- a) December newsletter has been delivered.
- b) January newsletter has been prepared.
- c) Clip frames have been put up and advertising literature displayed.
- d) iPad raffle is under way

## 3. Financial Report

- a) EC account Balance £12,407
  - b) Current Account Balance £6,635
  - c) Savings account balance £18,773
- Outstanding equal contributions remains at 10
- b) We have court action forms for the non-payers, there is a need to double check that we have the correct names.
  - c) Clarification on who is outstanding and how much they owe.
  - d) Cash flow projections
- Forecast for year-end 2010 is now £2,300.00 profit  
Forecast for year-end 2011 is showing £15,700 profit.

## 4. Conveyancing Report

- a) No new ones to be completed
- b) 2 are still outstanding due for completion in December.
- c) Issues from solicitors are the same, communication.
- d) Still no sign of the mobile we need to purchase a new one. Agreed £10 asda
- e) Deeds of covenant need to be checked, cost to be increased to £150.00
- f) Welcome packs are ready and approved.

## 5. Managers Report

- a) Details on pools table and fruit machine.
- b) November sales figures produced
- c) Menus should have 4/5 items each month rotating each month.
- d) Curry night should be third Thursday of each month, to be agreed with the committee.
- e) Sunday Lunch to be started on 30<sup>th</sup> January 2011.
- f) Till system is working and custom reports are available.
- f) First aid training to be set up 12 staff members, may need to be done in two sessions.
- f) Staff to be invited to Trustees meeting
- g) Staff Issues
  - Residents should have first option on the TV
  - Shutters should not be down before 11.00pm
  - Mobile phones should not be used behind the bar.

## 6. Committee Meeting Feedback

- a) A schedule of events is now prepared for January.
- b) Mind map for ideas to further promote the club and increase revenue.

## 7. Residential items.

- a) A Cheque for £15.00 is expected to replace a vandalised clip frame.
- b) A request has been made for a digital juke box for the club.

## 8. Any Other Business

- a) The trustees are to ask for donations of toys from residents that they no longer use or need. It will help to enhance/replace some of the existing toys and provide more variety for the children.
- b) Ensure that there are cues and chalk available on Tuesday nights.

Next Meeting January 13<sup>th</sup> 2011.