

ROMAN PARK MANAGEMENT LTD

MINUTES OF THE TRUSTEES MEETING 7TH APRIL 2025 AT 2PM

1. **Present:** Sharon Taylor (Chair), Brian Southern (Treasurer), John Coveney (Secretary), Lee Muncey
2. **Apologies:** None
3. **Minutes of Last Meeting:** The Minutes from the meeting on 12th March 2025 were approved.
4. **Matters Arising:**
 - 4.1. List of properties without latest Deed of Covenant has been provided to McIntyre Law. Initial subset was those properties on Bancroft Park.
 - 4.2. Gas boiler has been upgraded with a larger expansion vessel.
 - 4.3. Debt write off has yet to be actioned. Awaiting final decision on tax implications.
 - 4.4. Howe Percival have told us that it is highly unlikely that the charge has been removed without us knowing. In the few cases we have found the charge appears never to have been there at all.
5. **Gas boiler.** The gas boiler appears to be working more efficiently but the heating has been off for long periods so we still need to monitor the situation.
6. **Intruder Alarm.** We discussed the number and costs of false alarms for call out to the intruder alarm system. We agreed to bring Secom in to discuss our options for reducing these. The system is very old now and it would appear likely that it needs to be replaced with a modern system with much better remote monitoring capability. If a new system is needed we agreed to obtain a further two quotes from other suppliers.
7. **Old Tills.** We have looked at trying to sell the old tills, Unfortunately they need a software installation and for this reason there appears to be no ready market for just the aging hardware. We therefore agreed that they be scrapped.
8. **Kitchen Changes.** The changes to the Kitchen layout by the Roman Crown have now been virtually finished, The last remaining change is to move one more table. Robin has indicated that the workflow within the kitchen is now both more efficient and safer.
9. **Roman Crown.** We discussed the trading performance of the Roman Crown. The winter period has been difficult without a doubt but there are signs that things are getting better. We agreed to hold a meeting with them on the 16th April to examine the position in detail.
10. **AOB:**
 - 10.1. Secretary to get list of events at the Roman Crown from Milly and update our web site.
 - 10.2. Treasurer to produce the notes that will accompany the Q1 management accounts
11. **Date of Next Meeting:** 16th April, to include a meeting with Robin and Lynn.