

ROMAN PARK MANAGEMENT LTD

MINUTES OF THE TRUSTEES MEETING 7TH MAY 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 7th April 2025 were approved.
4. **Matters Arising**
 - 4.1. **Intruder Alarm quotes.** We have received quotes from Secom (incumbent supplier) and Tickford. The third quote is expected next week. Of the two so far Tickford offers the best value for money.
 - 4.2. **Old Tills.** It has been agreed that Robin Smith can dispose of the tills.
5. **First quarter accounts.** These were reviewed during the meeting. The bottom line is on target for the quarter with some variations in both revenue and costs. We agreed to add some more explanatory notes before posting the results on the website.
6. **Pétanque Club Issues.** There was a recent incident when members of the Pétanque club demanded to have a key to the side gate to access their store cupboard. In so doing they walked into the Snipaholix where there were customers present to forcefully ask for a key. Eventually they were given a key and proceeded to make six copies which is totally unacceptable. The lock has been changed of course and they now have one key again. We will draft a letter to the Pétanque Club Committee setting out our concerns and displeasure. We will also state that a repeat of this type of behaviour will result in our withdrawing the provision of a secure area for their store cupboard and also charge them for the electricity supply for their floodlighting.
7. **Kingsley David Documents update.** We have not heard back from McIntyre Law, The Cahir is to look for a progress update from them.
8. **Gas Boiler Update.** Robin has reported this week that the boiler is still losing pressure. It could be the system needs a fix or replacing or there may be a leak. There is no sign of water ingress anywhere though. It was agreed to have our heating engineer visit again.
9. **Roof Update.** Our contractor has been on the roof again and reports that he cannot see any obvious areas needing repairs, He would like to make an entry into the ceiling above the bar area where the leaks are happening to do an internal review but the Roman Crown are understandably nervous about that. It was agreed that we should have a quotation from a recognised, specialist roofing company which would provide us with a considered second opinion. The Secretary is to arrange this.
10. **Debts write off status.** We again discussed the proposed write offs. As a result the Secretary will provide the Treasurer and our Accountant with a revised list of the proposed write offs so that a final impact analysis on the tax implications may be carried out. The criteria for selecting potential write offs has not changed.

11. Web site content suggestions. It was agreed to keep past newsletters on the web site in some way as this had been requested by a number of residents. **Post meeting note** .The Secretary has suggested copying the old newsletter to the News Archive each time going forwards, This minimises any changes to the sit structure.

12. Car Park Signage. It has been noted by the Trustees and by at least one resident that at busy times there is a notice in the Club carpark inviting people to use their overflow car park. That car park is the property of the Parks Trust and should be referred to as such at all times. Also it was always made clear that the car park is not just for patrons of our tenants but also for residents use. The signage needs to reflect that. Chair to write to the Roman Crown on this matter.

13. Email address collection update. There was a long debate on this subject. In short we need to be able to email our owners and residents to make our comms more efficient and cost effective. There are three broad categories of communications: a) billing and invoicing which is driven from our accounting system, b) news for owners including general meetings and upcoming elections etc and c) newsletters aimed primarily at in situ owners and residents about events at the Roman Crown etc. The comms strategy will have to address these differing needs as well as addressing comms for people who have no email and who will require paper copies of key communications. We agreed that we should resurrect the existing Mailchimp package to support b and c above. Initially we will use the free version which gives up to 500 contacts and 1000 emails per month. Should we need to exceed these limits or remove the Mailchimp branding then we could move to the standard version which costs in the order of £12 per month. The immediate need is to redraft the email and paper versions of the communication to owners to obtain a full set of email addresses. The target date for doing this is 19 May.

14. Sale feasibility study progress and next steps. We have not heard from Louch Shadlock about the planning assessment which is the fourth and final document within this initial phase of the work looking at a possible sale. We debated whether they were waiting for us to nominate one of the three options provided by the Architects to take forward. We would rather an outline planning assessment was made for all options as we will have to go out to our owners to make a decision on the preferred options. Chair to write seeking clarification.

15. AOB.

We have yet to see the latest Roman Crown management accounts. Treasurer to remind them that these are now due for our inspection.

We have received the reminders of the renewals of our premises certificate and our residents club certificate. We will have to decide whether we wish to renew the latter. Chair to obtain the costs for both before we make a decision.

16. Date of Next Meeting, Thursday 12th June at 2pm at the Roman Crown