ROMAN PARK MANAGEMENT LTD

MINUTES OF THE TRUSTEES MEETING 26TH AUGUST 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 5th August 2025 were approved.

4. **Matters Arising**
   - 4.1. **Gas Boiler.** The inspection in the loft to look at the pipework for any potential leaks that may be contributing towards the loss of pressure in the boiler has been deferred given the very hot conditions in the loft. Awaiting a new date from our supplier.
   - 4.2. **Debtors.** The next set of reminder letters will be issued in September. They are being specifically amended and targeted
   - 4.3. **Alarm Contract.** The new alarm has been installed. Three monitoring points were missed in the original survey so we will be receiving an additional quote to rectify this.

5. **1st Choice departure.** Mark has found a potential tenant who would be willing to meet the existing rent or near offer. In the meantime we have had our meeting with Louch Shadlock who have provided rental estimate higher than what we have been achieving. Also the Chair has identified a possible tenant, The Royal British Legion. Chair is to contact them to see if their interest was genuine before we approach Louch Shadlock.

6. **Update on Sale Feasibility Study.** Louch Shadlock will be preparing and delivering their report pulling together all of the previous studies before our AGM.

7. **Roman Crown trading position.** Following our meeting with Robin and Lynn on 20th August we now know that the trading position is still perilous. We discussed options to improve trading and identified reduced opening hours, price increases and better marketing across our two estates as options worth exploring. The Secretary was tasked with writing a briefing paper. Since the meeting The Roman Crown have proposed reduced opening hours to reduce staff and utility costs. The paper is on hold pending a discussion on the proposal from the Roman Crown.

8. **AOB.**
   - 8.1. We agreed to remove the bins from the car park and fill the containers with soil and plants. Lee and John to facilitate this.
   - 8.2. Future options paper. It was agreed that a paper is needed for our owners on the options for the Club when we have the Louch Shadlock report. We agreed that future options would not be a topic for discussion on the agenda for the AGM but it is likely an EGM would be needed at some point later this year.

9. **Date of Next Meeting,** Wednesday 10th September for a meeting with our accountant followed by a general Trustee meeting to focus on the forthcoming AGM.