

ROMAN PARK MANAGEMENT LTD

MINUTES OF THE TRUSTEES MEETING 03RD OCTOBER 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 10th September 2025 were approved.
4. **Matters Arising**
 - 4.1. Reflection on the OGM of 28/9/25. The feeling was generally held that the OGM had been successful. The turnout of 24 property owners was disappointing but to be expected given the Agenda. There were a lot of very good interjections and questions from the floor of the meeting. Some of the attendees had commented negatively on the nature of the delivery of the reduced trading hours of the Roman Crown by Robin.. There were some complaints about the way in which announcements of events at the Roman Crown had been communicated.
 - 4.2. The Minutes of the meeting had been issued in draft and following review by the Trustees these have now been cleared for the Secretary to load them to the website. **Action John to load minutes to the website**
5. **1st Choice departure.** Mark Leggett has not heard back from the charity that had expressed an interest in renting unit 1a. Sharon has not yet heard back from the Royal British Legion although she knows that the possibility of renting 1a has been passed to their County Officer. The meeting discussed whether it would be better to ask Mark to find a new tenant or go with our original preference of having Louch Shadlock look for a tenant at full market rates. We decided, unanimously, to ask Louch Shadlock to proceed
Action: John to draft an engagement letter and pass around Trustees for approval before sending it.
Action: Lee to coordinate moving out of 1st choice to ensure a smooth hand back of the premises.
6. **Friends of the Roman Crown (FORC).** One of the key outcomes from the OGM was the proposal of a new group to act as a liaison between the Roman Crown and the Trustees, the primary aim of which is to help to improve the use of the Roman Crown by residents by means of better communications, marketing and feedback. Subsequent to the OGM we have received the draft terms of reference of the group and a request for us to seek volunteers to join it. From Jason Hill. We agreed that this was a very positive step and will include a call for volunteers in the next newsletter (see below).
Action: John to draft an email to Robin setting out the existence of FORC and stressing the need to work with them.
Action: Sharon to write back to Jason
7. **Gas Boiler update.** We are aware that Steve Williams our contractor, had asked Emma at the Roman Crown to keep a log of boiler pressure drops. Now that Emma has left the RC we may not be able to find the log. It was agreed that we need to contact Steve to begin the investigation that had stalled over the hot summer.
Action John to contact Steve.

- 8. Equal Contributions Collection.** John has emailed or produced letters for all outstanding debtors which have mostly been sent out or delivered,. The remaining ones were for Blue Bridge. Overall the collections process is looking better than the previous two years.

Action Lee to deliver the nine remaining letters to Blue Bridge.

- 9. Alarm Update.** We have received the quote for the additional sensors and wiring. Sharon has completed the acceptance form but we have not yet had an installation date.

Action: John to ask Megan at Bee Tee Alarms for an update.

- 10. Next Newsletter.** We agreed that a newsletter needs to be sent out via the website. Key inclusions to include:

- Summary of OGM
- Next Year's Equal Contribution
- Friends of the Roman Crown and a call for volunteers
- An update on the investigations into a potential sale of the Club
- A call for volunteers for a pilot outbound email trial.

Action: Sharon to draft the newsletter.

Action: John to provide Sharon with the section on the email trial.

- 11. Email Issues.** There have been a number of issues recently with our email boxes. The web mail version is fine so it looks like an issue with Outlook following a Windows update. Reinstalling the email client seems to be resolving the issue.

- 12. Absent Landlord Communications.** The outbound list of emails addresses is not up to date so some communications may not be reaching absent landlords. It was agreed that having an all-encompassing outbound email facility is now very urgent. As a interim we agreed to send out the minutes of the OGM, the Louch Shadlock sales report and the next newsletter to as many absent landlords as possible.

Action: John to email absent landlords.

13. AOB.

Following the OGM, at which the potential cost of a full roof replacement was mentioned we have had a proposal from a resident to obtain a quote from a contact of theirs. We discussed this and agreed that the next step should be to find out the name of the company so that we can carry out an initial due diligence investigation.

- 14. Date of Next Meeting,** Friday 7th November at 2pm.