

**ROMAN PARK MANAGEMENT LTD**

**MINUTES OF THE TRUSTEES MEETING 07<sup>TH</sup> NOVEMBER 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 3rd October 2025 were approved.
- 4. Matters Arising**
  - 4.1. Gas Boiler. Our plumber has placed sealant in the system and to date we have had no further instances of pressure leaks on the system. No further action required unless there is a recurrence of the issue.
  - 4.2. We have had no response to the request for details of the alternative roofing contractor. We will leave this now but may return to it if the roof does need to be replaced in the future.
  - 4.3. Absent landlords email was sent. The list is now very out of date and will have to be incorporated into the new outbound email system.
- 5. Letting of Unit 1a.** Marketing of the unit has gone live, Louch Shadlock have had three initial enquiries, one of which was unsuitable as it was from a hairdressers who would have been in competition with Snipaholix. We now have all the keys for the unit back and have given one set to Louch Shadlock to facilitate future viewings.
- 6. Snipaholix Rent Review.** Sharon confirmed that Leanne had accepted the annual increase and this will be payable from the 1<sup>st</sup> January.

**Action: Sharon to inform Dan of the new rate.**

- 7. Friends of the Roman Crown (FORC).** There have been two meetings of the group so far. A leaflet and invitation to join a Whatssapp group has been sent to homes on the two estates. FORC now plan to leaflet Bancroft and parts of Bradville in the near future.
- 8. Roman Crown Trading position.** Brian summarised the contents of an email received from Lynn in which the news on trading was not good.. We agreed that it is still early days for their new operational model and opening hours and that we ill review it formally at the end of the year. We will organise a meeting with them to better understand the figures presented. We found it hard to understand how the reduced staffing costs had not made more of a positive impact given the turnover figures that were presented.

**Action: Sharon to invite the Roman Crown to our next meeting.**

- 9. Third Quarter Accounts.** Brian presented the 3<sup>rd</sup> quarter accounts. Despite rental income being down on budget the reduction in costs has meant that we are broadly in line to deliver a profit of around £6k for this calendar year. Obviously this may be impacted by how long Unit 1a remains empty.

**Action: John to post 3<sup>rd</sup> quarter accounts and any minutes of trustee meetings to the website.**

**10. Equal Contributions Update.** John updated the meeting on the results of the Last email and letter shot to the remaining debtors. The twenty communications had resulted in five of the debts being cleared. Also one of the larger outstanding debtors has agreed to pay in instalments over the reminder of this year and the first instalment has been received. It was agreed that Sharon would send a further communication to a number of our larger problem debtors

**Action: John to send the correspondence history to Sharon of a number of our bigger concerns. Sharon to write to them.**

**11. Alarm Updates.** As yet we have not heard back from Bee Tee Alarms on the invoice they sent for a call out. Brian informed the meeting that Robin had told them it was a fault and therefore we would not pay the invoice but this has not been confirmed with Bee Tee. Also we have not had an update on the extension to the wiring and sensors which we had approved but not paid the 50% deposit for as we were waiting to clarify the call out invoice.

**Action: John to contact Bee Tee to clarify and move the upgrade forward.**

**12. Email Supplier Payment** We have seen a communication from 123-Reg, our website hosting and e-mail provider, that says the Paypal account used to pay the invoices has been disabled and we need to set up an alternative payment method for future renewals. We logged onto our account in the meeting to clarify the situation. Essentially the Paypal account belonged to a previous Trustee who had set the contract up. The account has been paid this year so presumably that person will be contacting Dan for reimbursement. We amended the payment account to a card owned by John as it is not possible to use our ban card with this supplier. The next payment is due in September 2026.

**13. Outbound Email Trial.** John updated the meeting with progress on the trial. The software chosen is Mailer Lite which is free to use for up to 500 registered subscribers. We will create three distribution groups, one for official notifications about AGMS or proposed changes of use of the Club, one for the Newsletter and one for notification of events at the Roman Crown. John has set these up and sent an example newsletter to the trial participants. Unfortunately work on the substantive component of the trial, the email capture form and explanatory narrative, is proving to be more complex than envisaged as it has to cater for absent landlords and managing agents as well if we are to achieve our aim of having a comprehensive and up to date register of owners, billing contacts and email preferences.

**14. AOB.** There were a number of items raised.

- Brian informed us that he had been approached by a lady with previous experience of running a club and already has a personal alcohol license with a view to taking over the Club should our incumbent cease to trade. He also knew of a contact of a fellow resident who had expressed an interest in doing the same. We agreed that we should ask them for a business plan and projections. **Brian to Action**
- We need to know when the EICR needs to be renewed. **Brian to Action**
- The meeting agreed unanimously that 1<sup>st</sup> Choice have left Unit 1a in a good condition and that their full deposit of £750 should be returned to them by the end of November as per clause 26 of their lease agreement. **This minute is authorisation for Dan to make the payment.**
- There was a discussion around one property with a historic debt that we believe is suspect and which should be written off. The meeting agreed unanimously to action this. We cannot minute

the property details here in a publicly available record so this will be sent to Dan as a separate instruction .

- The access codes for Companies House from One Gov should be sent to Dan.

**15. Date of Next Meeting,** Monday 24<sup>th</sup> November at 10.30am Roman Crown to be invited .