

## ROMAN PARK MANAGEMENT LTD

### MINUTES OF THE TRUSTEES MEETING 5<sup>TH</sup> JANUARY 2026 AT 10.30 AM

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 16<sup>th</sup> December 2025 were approved.
4. **Strategy with regards to Roman Crown.** We discussed the apparent continuation of poor trading at the Roman Crown and agreed the limit to which we should allow their debt to reach. It was noted that the opening hours over the Christmas period had disappointed some of our residents. The feeling of the meeting was that the Roman Crown would soon be ceasing to trade. There was a wide ranging discussion on how we could best affect the ending of the lease. The usual method is forfeiture but there are other options. We agreed unanimously that we needed to seek legal advice on our options. Sharon agreed to contact Howes Percival for an initial discussion.
5. **Friends of the Roman Crown** have announced that they are formally stepping down having exhausted efforts to increase footfall with very limited support from the Roman Crown by all accounts.
6. **Possible tenant for Unit 1a.** Charlie at Howes Percival is drafting the new lease. We have received the amended Heads of Terms (HOTS) from Louch Shacklock and made comments upon them in return.
7. **AOB**  
**Outbound email trial.** This is on hold until after the 2026 invoices have been sent out. John has received some feedback on the draft forms and will incorporate that into the final versions.

**Snipaholix.** Dan has drawn to our attention that several invoices are overdue for payment. Sharon is to raise this with Leanne.

**EC Collections.** This year we allowed Dan to send email to all owners that he has an email address for and we printed and distributed the rest, either by hand delivery or in the post. This has increased the efficiency of the operation although there is a chance that some email might have been lost in Spam or the owner's email address has changed. We agreed to monitor payments to see if there is a problem.

**Heating for Unit 1a.** We discussed the need for the heating in Unit 1a to be decoupled from the single thermostat within the Roman Crown such that the unit could be heated independently. John to contact our plumbers to get their initial understanding of how this might be achieved.

**Meeting with Graham Leighton.** Mr Leighton has expressed an interest in talking to the Trustees to present his view on how the Club can be run successfully in the future. John to write to him to invite him to an informal meeting with us.

8. **Date of Next Meeting,** As soon as the Roman Crown can attend a meeting.