



## Ordinary General Meeting of Plot Holders Tuesday 13<sup>th</sup> September 2022

### Trustees Present

Lyndon Taylor - Chair of Trustees (LT)  
John Bickley (JB)  
Phil Hallman (Co-opted Trustee) (PH)  
Stephen Parsons (SP)  
Brian Sinfield (Co-opted Trustee) (BS)

### Trustee Apologies

### Staff

Lucy Secker (LS)  
Sharon Dilnot (SD)

### Volunteers

Fiona Goulden (FG)

### Agenda items:

1. Chairperson's Report followed by Question and Answer
2. To note the 2020 – 2021 Audited accounts
3. To note the financial report for 2021-2022 year to date
4. To receive, and if approved, adopt the proposed budget, and agree the contributions for the forthcoming year to 30th September 2023
5. To receive, and if approved, adopt the proposed draft Budget for 2023/2024
6. To approve the Auditors and authorise the Trustees to agree their remuneration
7. To elect 2 Trustees/Directors for the vacant positions
8. To award the Fitzsimmons Trophy to the person or persons who have made a significant contribution to community life on Delamere Park

Good evening and welcome to the 2022 OGM, thank you for attending.	Speaker
	LT
One minute silence will be observed in respect of Queen Elizabeth II who passed away last week	
one minute silence observed by all	PH
The one-minute silence was finished by saying God save the King.	PH
There will be a short service on Friday in memory of the Queen in the park room for about 30 minutes if anyone would like to attend. All are welcome	
Introductions were given by all of the Trustee, and staff present were introduced.	LT
Explanation was given that there was a Microphone set up at the front of the room for anyone who wished to ask a question so that everyone in the park room and bar could hear.	
<b>Agenda item 1 - Chairpersons report</b>	LT
The Chairperson's Report was circulated before the meeting to all residents in the second notification paperwork. Since it was sent out a discussion has been had by the Trustees for the potential of using Delamere Park clubhouse as a warm space for those who need it this winter. The Clubhouse rooms are heated over the winter to normal room temperature when in use, and to a cooler temperature when not in use, so if anyone wants to use the lounge during the winter please just let the reception staff know and they will turn the heating up and let you access these areas.	
Invitation offered to anyone present to come forward if they had any questions	LT
Question from Dennis O'Neil – When will we get details about the survey results, and will we see the weight of the individual results rather than just a summary?	
Answer by Brian Sinfield – The short report was included with the OGM paperwork and we will follow up on items requested. Firstly by looking at the number of functions available in the	BS

<p>Clubhouse. BS and LS will look at events requested and what we can offer. There were structural things requested such as playground equipment for older children which will need more planning. Further details will be provided in due course.</p>	<p>BS</p>
<p><b>Agenda item 2 - To note the 2020 – 2021 Audited accounts</b>  The 2020 – 2021 Audited accounts were circulated to all residents before the meeting in the second notification paperwork. There are no decisions required as these accounts have already been filed with HMRC, and they are available on Companies house. The accounts are not much different from last year's, brought to the 2021 OGM.</p>	<p>LT</p>
<p><b>Agenda item 3 – To note the financial report for 2021-2022 year to date</b>  The financial report for 2021-2022 based on Q1-3 and projections for Q4 was circulated before the meeting to all residents in the second notification paperwork. The Trustees confirm that Q4 is in line with the projections given in this report. There are some minor details such as some extra money that we have left at the end of this financial year, 20K ± 5K which is good especially as we have paid for the roof in this financial year.  Commentary on these accounts and proposed budget for 2022-2023 was also circulated in the second notification paperwork and we hope that these documents provided most answers to your questions.</p>	<p>LT</p>
<p>Invitation offered to anyone present to come forward if they had any questions – No questions asked</p>	
<p><b>Agenda item 4 – To receive, and if approved, adopt the proposed budget, and agree the contributions for the forthcoming year to 30th September 2023</b></p>	<p>LT</p>
<p>The Trustees ask you to vote for the proposed budget and agree the contributions for 2022-2023. The green coloured card is being used for voting on this item   Voting took place with all voting slips collected and counted by Lucy Secker, Sharon Dilnot and Fiona Goulden.</p>	
<p><b>Agenda item 5 – To receive, and if approved, adopt the proposed draft Budget for 2023/2024</b>  To comply with audit requirements DPML needs to demonstrate its commercial viability beyond 1<sup>st</sup> October 2023. We encountered this problem in 2020 when we hit the end of the financial year and we had no budget in place beyond the current 12 months. As with last year we are proposing a 2023-2024 budget based on 2022-2023 budget + flat rate of 5% increase. Plot owners will of course get the opportunity to amend this in September 2023 once more up to date figures are available.   Question raised by Nick Taylor – The narrative explanation covered many things but not how long the fixed rate energy you have in place lasts? We don't know what the government will provide to commercial enterprises. As you have already proposed 20K budget in case the energy company goes bust but nothing more has been budgeted for general purposes. What are the Trustees doing for forward planning for inflation?</p>	<p>LT</p>
<p>Answered by Lyndon Taylor – We are very aware of the financial increases and have fixed our energy bills until 2025 at a very good commercial rate. We also have a 1-year extension in place on this until 2026. At the moment we are very reassured as the supplier has pre-bought energy so they have very little chance of going bust. Thanks to Rod Wilson, our previous Trustee, we are OK for now and we will also be looking at solar panels in the next few years for the clubhouse to help with energy increases. We couldn't do this at the same time as the roof project as the panels that can be retrofit on our roof are only coming to the market in the next few months. Once available they can be retrofit relatively easily. The gas we use for heating the building and the pool is a fixed rate so only our usage will vary the cost. At the moment the Trustees are not worried but we will build up financial reserves for 2026 knowing an increase to prices is coming. We have also added more insulation during the roof works which will again help with our energy usage too.</p>	<p>LT</p>

<p>Second comment by Nick Taylor – Can I suggest that the Trustees start to build up a contingency fund and if it is not used for energy bills use it for other projects</p> <p>The Trustees ask you to vote for the draft 2023/2024 budget. The purple coloured card is being used for voting on this item</p> <p>Voting took place with all voting slips collected and counted by Lucy Secker, Sharon Dilnot and Fiona Goulden.</p>	<p>LT</p>
<p><b>Agenda item 6 – To approve the Auditors and authorise the Trustees to agree their remuneration</b></p> <p>We have had an excellent relationship with our previous accounts/auditors Sawyer Quine for many years. However their only qualified auditor has retired and Sawyer Quine are no longer able to provide us with auditing services. We need an audit due to DPML’s rules and so we had to appoint new auditors for the September 2022 accounts. Our new accountants/auditors are AGP. The Trustees have been very happy with the assistance that AGP have provided to date and their fees are similar to what we had been paying previously.</p> <p>The Trustees ask you to vote for remuneration of the auditors. The orange coloured card is being used for voting on this item</p> <p>Voting took place with all voting slips collected and counted by Lucy Secker, Sharon Dilnot and Fiona Goulden.</p>	<p>LT</p>
<p><b>Agenda item 7 – To elect 2 Trustees/Directors for the vacant positions</b></p> <p>Rod Wilson and Mary Long stood down during the year and Phil Hallman and Brian Sinfield volunteered to be co-opted onto the board of Trustees. We received formal nominations for both Phil and Brian to fill the two vacant positions of Trustees, so now we now need to formally appoint them at this OGM.</p> <p>We forgot to include some information about them in the OGM paperwork so they will now tell you a little about themselves:</p>	<p>LT</p>
<p>Brian Sinfield – I have lived here for over three years on paddock walk, before that I lived in Davenham where I brought up my two boys. They were both very active with scouts and I always volunteered as a scout leader. I later joined the parish council in Davenham so I am used to being a Trustee, I am also a Trustee through the work that I do where I make decisions including those about the fire alarm systems in place.</p>	<p>BS</p>
<p>Phil Hallman – I have been a governor of primary schools for 35 years and spent 30 years as a head teacher of primary schools, there are lots of things similar in these roles to being a Trustee. I am new to Delamere Park having only lived here since July 2021 after purchasing the property the year before.</p>	<p>PH</p>
<p>Please can you now vote to appoint the two new Trustees, we will take in the red and pink voting slips at the same time. red cards are for Brian Sinfield and pink cards are for Phil Hallman</p> <p>Voting took place with all voting slips collected and counted by Lucy Secker, Sharon Dilnot and Fiona Goulden</p>	<p>LT</p>
<p><b>Agenda item 8 – To award the Fitzsimmons Trophy to the person or persons who have made a significant contribution to community life on Delamere Park</b></p> <p>We award the Fitzsimmons Trophy to Tony Landells for his voluntary hard work and commitment to oversee the roof project for the Delamere Park Clubhouse. Tony has put in an enormous amount of time and effort working on this major project so our great thanks go to him for his management of the roof project, the commercial design and management work and for overseeing the principal contractor negotiations. We are very, very grateful to Tony for all this.</p>	<p>LT</p>

Cheers and applause for Tony Landells

Unfortunately, Tony is not here tonight to accept the award as he is on holiday.

Question raised from Paul Rogers – Are we going to approve last year’s OGM minutes in this meeting

The minutes from last year’s OGM were circulated to all for comments before being finalised and published on the website, therefore there is no need to approve them in this meeting. Did anyone have any objections or alterations to them?

No objections were raised

The minutes from tonight’s OGM will be circulated in the next week or two, if anyone has any problems with them let Lucy know and we will make amendments as needed before publishing them.

Lyndon then invited anyone present to come forward if they had any other questions for the Trustees – No questions asked

Voting Results Announced:

**To receive, and if approved, adopt the proposed Budget 2022-2023**

For	45	(made up of 38 votes on the night plus 7 proxy votes)
Against	4	(made up of 4 votes on the night and 0 proxy votes)
Abstain	0	
<b>Result</b>	<b><u>Passed</u></b>	

**To receive, and if approved, adopt the proposed draft Budget for 2023/2024**

For	44	(made up of 37 votes on the night plus 7 proxy votes)
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36 votes “For” were declared on the night but after a confirmation count by LS 37 slips were collected on the night.

Against	2	(made up of 2 votes on the night and 0 proxy votes)
Abstain	3	(made up of 3 votes on the night and 0 proxy votes)
<b>Result</b>	<b><u>Passed</u></b>	

**To approve the Auditors and authorise the Trustees to agree remuneration**

For	49	(made up of 42 votes on the night plus 7 proxy votes)
Against	0	
Abstain	0	
<b>Result</b>	<b><u>Passed</u></b>	

**To appoint Brian Sinfield as Trustee**

For	42	(made up of 42 votes on the night plus 7 proxy votes)
Against	0	
Abstain	0	
<b>Result</b>	<b><u>Passed and Appointed as Trustee</u></b>	

**To appoint Phil Hallman as Trustee**

For	42	(made up of 42 votes on the night plus 7 proxy votes)
Against	0	
Abstain	0	
<b>Result</b>	<b><u>Passed and Appointed as Trustee</u></b>	

Are there any final questions? None were raised.

Thank you for attending, this concludes the meeting. Goodnight

LT

LT