

## Summary of Trustee meeting Monday 9<sup>th</sup> January 2023

1. **PCSO request** - Discussed by all and feedback to be given when they are next at DPML
2. **Welcoming new residents** – proposal of new welcoming process for plot owners agreed by all, for actioning by Office/Bar staff
3. **Bar**– Discussed by all and follow up/actions agreed
4. **Plot holder queries/issues** – No Issues have been raised; the next Trustee surgery dates agreed by all – to be published by the Office in due course
5. **Property change requests** – Discussed by all and decisions issued to the Office for communicating to the applicants
6. **Open tickets** – Logged issues/maintenance/complaints discussed, follow up actions noted on the task lists and comms to be sent out via Office
7. **Action task list** – Actions completed noted, and new actions from this meeting to be updated and circulated to the Trustees by the Office staff
8. **AOB** – (1) Maintenance Contracts– actions noted for Office staff to follow up (2) New tenanted property noted

Date for the next meeting agreed by all