



**DELAMERE PARK
Management Limited**

Registered Office:

Delamere Park Residents' Club
59 Delamere Parkway West
Cuddington, Northwich
Cheshire CW8 2UJ

Telephone 01606 889263

Registered in England No. 1013623

NOTICE OF ANNUAL MEETING OF PLOT OWNERS

THURSDAY 10th SEPTEMBER 2009 at 7.30pm

To be held in the Park Room, Delamere Park Clubhouse.

Further to the notice of the above meeting dated 30th June 2009 there have been four Nominations for Trustee and two resolutions submitted by the due date. As there are four Trustee vacancies a postal vote will not be required and elections will take place on the night.

The Minutes of last year's meeting of Plot Owners and the Audited Accounts for the year 2007/8 are available from Reception between 3.00pm and 10.00pm.

Nominations for Trustees are as follows:-

Nominee	Proposer	Seconder
Anne German	Barry Eaton	C Hammond
Clifford Harrison	Denis Stevenson	George Ladley
Frank Stewart	Jeannine Kolodziejki	Keith Glover
William Wilson	Ernest Triffitt	Tony Landells

The Agenda for this year's meeting is as follows:-

1. Approval of the Minutes of the last Annual Meeting of Plot Owners.
2. Reports from the Trustees.
3. To receive, and if approved, adopt the proposed budget for the year to 30 September 2010.
4. To accept the four Trustee nominations for the four vacancies.
5. To receive and vote on two resolutions as follows:-

Resolution 1

That the DPML Trustees do not proceed with the outsourcing of the management of the amenity lands to an outside commercial organisation until such time as an itemised and detailed business case illustrating how cost savings could be achieved is presented to and agreed by Plot Owners by a majority of votes cast.

Resolution 2

That the DPML Trustees designate a Trustee in the coming year with specific responsibilities for the management of the Delamere Park amenity lands, including the supervision of the gardening staff and that person is given the brief to assess the needs and consider alternatives that may improve the management of the amenity lands with the existing infrastructure, so that alternative detailed business cases may be presented including outsourcing before being put to Plot Owners for consideration.

In order that those Plot Owners not able to attend the meeting may make an informed decision before instructing their proxy to vote on these resolutions a copy of each resolution with statements from the Proposer and from the Trustees.

6. Presentation of the Fitzsimmons Trophy.

Proxy voting form -TO BE RETURNED TO THE OFFICE BY MONDAY 7TH SEPTEMBER

N. B. Only Plot Owners are entitled to vote, one vote per household. Renting a property on Delamere Park does not bestow the right to vote. If you are a tenant please pass this Notice to your Landlord or their Managing Agent. If you are a non resident plot owner and we do not have your contact details please provide them to the Office.

K. R. Glover
Company Secretary/Trustee
24th August 2009

TRUSTEES REPORTS 2009

Chairperson's report

Over the past year we have implemented several changes in the clubhouse. The access security system has proved to be a big success with many residents taking advantage of early morning swimming. Bar snacks have been sold in the bar and we have increased the refreshments sold in reception to include ice-creams.

After last year's OGM the trustees had asked for volunteers to help facilitate various projects that would be beneficial to the Park.

Our volunteers are:

- Arthur Jennings
- Dorothy Frewer
- Brian Leicester
- Sandra Gavin
- Mary Long
- Frank Stewart

The above residents very kindly have given up their time in organising: - The Lagoons Project, The Delamere Park Welcome Pack & the Playground Project. A very big THANK YOU to our volunteers and ALL those residents who have helped Arthur and spent hours outside in all weather conditions, cleaning out, draining and refilling the lagoons. Without their enthusiasm, hard work and sheer determination these projects would not have succeeded.

Mary Long and I are trying to encourage young people on the Park to come forward to form a youth committee that could apply for funding to renovate the Lodge. The idea would be to make it a meeting room for them as an alternative to 'hanging around' outside the clubhouse.

We need to include our young people and make them feel involved in our community and give them a sense of ownership and responsibility. Parents of young people please encourage them to be a part of this project.

Jeannine Kolodziejski

Buildings, Amenity Lands and Legal

BUILDINGS

The major issue facing residents is the inadequacies of the construction of the changing rooms which was reported on at the Open Forum in April. I am sorry to say that little progress has been achieved since then. Before committing to any significant outlay on legal and other fees we have been trying to identify the builder's insurers but the builder has not been cooperative. At the time of writing I am in discussion with our solicitors on our next steps and will update the OGM on any developments.

In the meantime we can only ask that residents are patient. If progress remains slow we will take steps to replace the shower valves as a temporary measure.

AMENITY LANDS

Despite protestations to the contrary the summer weather has been kind to us at least in respect of the mowing programme which has remained on schedule.

Residents are aware that we have been investigating changes to the current regime of employing our own staff and, after many months of consideration, including site visits to other locations where outsourcing is used, we have concluded that, so long as a majority of residents are not against it, the Trustees should proceed to detailed negotiations with a view to agreeing an acceptable contract with an outside organisation. Only if we can negotiate what we feel to be an acceptable contract which has appropriate quality standards and controls with penalties for failing to meet those standards will we proceed.

Residents are currently being consulted and the issue is the subject of two resolutions at the forthcoming meeting.

The tree management programme will continue and be updated for 2010 with pruning, removal and replanting where necessary.

We have also been investigating the potential to refurbish and upgrade the play area and this is reported on separately in Frank Stewart's report.

LEGAL

Other than the changing rooms issue there have been no significant legal issues over the past year.

Keith Glover

Trustee Report: Bar

Whilst the rest of the country has seen a decline in bar sales, we have actually experienced an increase in ours. It is good to see Residents making use of the Bar again and as previously mentioned any suggestions to encourage/improve use further are always welcome.

Year to date our bar sales are up £12,000 in the same period last year (including Food Sales), this should exceed budget by approximately £5,000, with running costs coming in £1,000 below budget. Overall an encouraging result.

Sporting fans can now watch their favourite games in HD, we have also installed a second TV in the lounge area to accommodate more fans on match days, and don't forget that you can bring your children along to watch sports as they are now permitted to stay until the end of a game and if over 14 stay until 11.00pm provided they are with a parent or Guardian.

We hope to continue with our occasional themed nights after the summer holidays, so please watch out for notices. Your participation would be welcomed on many levels as the forthcoming events are to help raise funds for the Play Builder Scheme as well as maintain our Bar sales which ultimately benefits us all.

Many Thanks

Lesley Sharkey

Finance

See attached report and proposed budget 2009/2010.

Play Builder Report

The Play Builder Project was started some six months ago at the beginning of 2009. The Trustees at that time requested that two volunteers Mary Long and I take a previous report and look at the feasibility of implementing a replacement and possible expansion of the existing play equipment close to the Clubhouse. The initial impetus was placed on understanding who and how funding could be achieved and to this aim Mary and I along with Dorothy Frewer attended some funding seminars held by the then Vale Royal Council.

A number of potential funding organisations were identified along with other possible projects such as the nature trail and youth centre and fitness trail. The main drive was we decided to integrate these projects wherever possible such the residents of all ages could use and enjoy them individually and together to give us a fully integrated community across all of our residents.

All of the Funding organisations are looking for involvement and support from within the community or group applying for funding and so we have been actively attempting to gain support both in principle and financially.

As previously stated we expect the main funding organisation would look for us to contribute somewhere around 12.5% of the overall cost either with cash or volunteer time which can be calculated at approximately £13.00 per hour.

Our initial approach to the Parish council by Mary Long resulted in a £250 contribution, and this has been utilised to supply additional picnic tables in the Play area as seating was at a minimum in this area.

The current total of actual money received is around £200.00.

Hopefully over the coming months we can organise a number of events towards our potential input to the funding.

The potential design, layout and materials to be used have been the subject of numerous ideas and suggestions from all aspects of the community ranging from the wild and whacky to the sedate and serene. Ideas to utilize the amenity lands in other parts of the park and to incorporate exercise equipment have been suggested.

All of your comments both for and against have been considered

Currently one of the suppliers we have approached has agreed to provide a design and layout with costing for us for free and two other are currently in the pipeline.

When these are available we will share these with you for comment and suggestion

The approach I feel will be a phased one, concentrating initially on the existing play area and the primary design from our potential suppliers will be focused on this.

More updates will be available over the coming period via Park Talk.

Please continue to support us over the coming months as we try to improve this community and its facilities for you and future generations of your family

Frank Stewart

Trustee Nominee Profiles - 2009

WILLIAM WILSON.

My wife Margaret and I came to Delamere Park in 1978. Since then our children and grandchildren have enjoyed the Park's unique, safe and attractive environment.

I grew up on a small hill farm in Scotland where I learned to work the land, drive and maintain machinery on a budget. Aged twenty I trained to become a pilot and thirty years later I retired from British Airways as a Senior Captain flying Boeing 747-400 aircraft.

Thirty years in the airline industry honed my leadership skills and sense of responsibility. For the past few years I have helped the gardeners with their work particularly with the trees, so I already have 'hands on' knowledge of what is required to keep the Park an attractive place to live.

CLIFFORD HARRISON.

After training and articles in Chartered Accounting I took over the family bakery. Employing 26 staff and subject to the many and various controls of a small/medium business, I enjoyed a prosperous 30 years. Our first spell on the park was from 1972-79 and later on retirement from 1997.

We know full well the marvellous benefits which living on the Park brings and I hope my tenure as a trustee is in keeping with the standards and hopes for the future, which we all share as stakeholders in Delamere Park.

FRANK STEWART

I am 57 years old married to my wife Susan for 32 years. We have 2 grown up children. I have lived on Delamere Park for 5 years.

I am currently employed by Liverpool City Council and seconded to Liverpool Direct Limited, working within the Commercial Governance Team in areas such as Process Engineering, Change Management and Internal Auditing.

Prior to this I worked for British Telecom for 30 years, starting as a telephone engineer in Liverpool and finishing as a Business Manager working in the USA, Europe and the UK with both Suppliers and Distributors.

I have been involved in the Project to Refurbish the Play Area to date.

I feel that I bring expertise in a number of areas that would benefit the Park Management and Residents from my background. That will, combined with a wish to develop and enhance this unique Community we live in, along with a vision of a seamless and integrated community, across all segments of our Residents, stand for current and future development and enhancement.

ANNE GERMAN

Having lived on the Park for nearly seven years, I have seen a lot of change (some good, some indifferent), but without question feel that the environment and concept of the estate needs to be preserved and the involvement of all residents encouraged. I enjoy participating in many of the Parks activities and appreciate the facilities we all have.

I have a grown up daughter, a fully supportive husband and the professionalism to deal with, understand and communicate with people of all ages and experience.

I feel that the skills I have developed over the years, will enhance those of the existing trustees and allow me to contribute to the future development of the Park.

I have worked, primarily in Operations and Administrative Management at a senior level and have a proven record of making things happen. I am very tenacious with the ability to ensure results are achieved and promises, commitments and deadlines are met in accordance with expectations.

As part of the "team" I am confident my fresh open approach, combined with the support of my friends on the Park will allow me to help enhance what we already have and allow us all to get more out of our annual contribution.

STRICTLY CONFIDENTIAL

Delamere Park Management Ltd

Proposed Budget for the period 1st October 2009 to 30th September 2010

The overall Budget position for 2009/10 is :

	Proposed Budget <u>2009/10</u>	Approved Budget <u>2008/09</u>	<u>Increase</u>	
Excluding VAT	£206,341	£204,499	£1,842	
VAT provision	£32,413	£35,787	-£3,374	VAT reduction
TOTAL	<u>£238,754</u>	<u>£240,286</u>	<u>-£1,532</u>	

The annual contribution for 2009/10 will be:

	<u>2009/10</u>	<u>2008/09</u>	
Full rate of annual contribution	£625.00	£625.00	
Payment in full on or before the specified date	£548.00	£560.00	VAT charged @ 15%
Payment by Standing Order	£590.00	£590.00	

- **A summary of the Budget for 2009/10 is attached**

Notes on the Budget 2009/10:

- **Forecast 2008/09** - With 10 months of the year gone, spend for 2008/09 is expected to be on budget.
- **Contingency** - The Budget for 2009/10 includes £9,500 contingency in line with the 2008/9 budget, £4,500 is for the recovery of capital spend on the bar & kitchen projects and a general fund of £5,000.
- **General Fund** - We expect to spend over £2,000 on flat roof repairs to the lodge and tennis court surround fence before the end of 2008/09, and expect further costs to be incurred in 2009/10 on the Squirrels building and block paving in the Cobbles and Ousel Nest areas of the estate.
- **Loan Repayment** – This is in respect of the bank loan taken out when the dispute arose with HMRC over repayment of input VAT on the rebuild spend. Pending resolution with HMRC, the £56,000 received back from HMRC has been placed on deposit, contributing to the increase in interest received, and has been partly used to fund the bar and kitchen projects, thereby obviating the need for the present to enter into a separate loan to cover these.
- **VAT** – HMRC have recently advised that DPML make a voluntary declaration of VAT for the period 1st January 2007 to the 30th June 2009. Exact calculations are still being made but it is anticipated that the charge to the end of this financial year will be in the region of £73,000. The VAT contingency collected in the annual contributions to the end of this financial year will total £59,000 leaving a potential shortfall of £14,000 to be funded from the balance of the £56,000 refund from HMRC. We are still waiting for HMRC to advise on the last quarter of 2006 which could result in a further claim in the region of £25,000, which again would be funded from the VAT refund. If HMRC do not claim the last quarter of 2006 there will be a cash surplus of £25,000, the trustees will review the options and advise residents as soon as possible.

If you wish to see more information or have any specific questions please contact the Clubhouse Reception on 889263 who will pass your request on to the manager.

The 2007/08 Audited Accounts of DPML are also available for perusal at Reception.

STRICTLY CONFIDENTIAL

Delamere Park Management Ltd

Proposed Budget for the period 1st October 2009 to 30th September 2010

	Proposed Budget 2009/10	Agreed Budget 2008/09	Change 09/10 - 08/09	Explanation
Bar Income	£106,000	£106,000		
Less:				
Bar wages	£42,600	£48,000	£5,400	Increased bar sales, offset by removal of kitchen sales.
Bar purchases	£52,000	£52,000	£0	Removal of kitchen staff costs
Other Bar sundries	£10,350	£10,500	£150	based on current year spend
Bar expenses	£104,950	£110,500		
a) Bar (surplus)/deficit	(£1,050)	£4,500		
Gardeners' wages	£49,100	£46,250	(£2,850)	Provision for temporary holiday & sickness
Other costs	£11,400	£11,000	(£400)	Based on current year spend
Estate costs	£60,500	£57,250		
Less estate income	£2,000	£2,000	£0	
b) Estate costs	£58,500	£55,250		
Operational spend				
Salaries Manager & reception	£43,350	£43,750	£400	Misc
Utilities (Gas, water & Electric) & rates	£38,750	£40,200	£1,450	Electricity savings based on new contract partially offset by increased water costs
Building Costs (incl cleaning, office, security & pool)	£38,100	£35,500	(£2,600)	Increased cleaning specification & deep cleans
Insurance & professional fees	£17,000	£16,000	(£1,000)	Anticipated insurance increase
Other	£1,300	£500	(£800)	Increased bank charges, 08/09 budget assumed changing banks not actioned in present climate
minus income	(£5,500)	(£8,500)	(£3,000)	Reduced interest receivable due to change in rates
c) Operational costs	£133,000	£127,450		
Other cash considerations :				
> loan repayment	£8,350	£10,250	£1,900	Reduced interest rates
> new capital spend	£2,500	£2,500	£0	
> Contingency fund	£9,500	£9,500	£0	
> VAT	£32,300	£35,787	£3,487	assumption that VAT will stay at 15% until 1st January 2010
> corporation tax	£100	£750	£650	Payable on interest received, expected to be lower due to interest rates
> 07/08 (surplus)	(£4,600)	(£5,701)	(£1,101)	Remaining savings from 07/08 used to keep fees as 08/09
d) sub-total other	£48,150	£53,086		
e) Contributions	£238,600	£240,286		
Forecasted surplus/(deficit) = e-(a+b+c+d)	£0	£0		

* Budget 2009/2010 assumes no change to the Management of the Amenity Lands

Trustee & Proposer Comment to Resolutions 1 & 2

Resolution 1

That the DPML Trustees do not proceed with the outsourcing of the management of the amenity lands to an outside commercial organisation until such time as an itemised and detailed business case illustrating how cost savings could be achieved is presented to and agreed by Plot Owners by a majority of votes cast.

Resolution 2

That the DPML Trustees designate a Trustee in the coming year with specific responsibilities for the management of the Delamere Park amenity lands, including the supervision of the gardening staff and that person is given the brief to assess the needs and consider alternatives that may improve the management of the amenity lands with the existing infrastructure, so that alternative detailed business cases may be presented including outsourcing before being put to Plot Owners for consideration.

The Trustees ask you not to support these resolutions as they regard them as superfluous and simply restating the status quo:

Resolution 1

As was made clear at the Open Forum in July and was restated in the letter sent to all residents the Trustees have not yet taken a decision on whether to outsource the management of the amenity lands and will not be in position to do so for some time, and certainly not before the forthcoming OGM, since detailed final negotiations have not yet taken place with any contractor. We are, however, happy to reconfirm that position now.

Whilst quotations have been received based on a preliminary specification this needs to be refined and the new trustee body, which will include all the current nominees, will be able to fully consider the matter, including the financial benefits or otherwise and have further consultation and communication with residents.

Resolution 2

It has been normal practice for each trustee to be allocated accountability for specific aspects of running DPML including the management of the amenity lands and each trustee has presented their report in relation to their accountabilities at each OGM. The resolution relating to this therefore is only a continuation of the status quo and would bring nothing new to the table.

The Proposer asks that you to support these resolutions for the following reason:

The Trustees recently sent a letter to residents dated July 2009 relating to the out-sourcing of the management of the amenity lands and asked Residents to respond declaring if they were in favour or not. The Trustees stated that they had concluded an outside commercial contractor should be appointed but some residents (including 5 ex-Trustees) are concerned that the Trustees have not presented any detailed business case to substantiate their conclusion, nor has any evidence been provided to suggest they have examined any other alternatives that may merit consideration in a quest to improve the management of the amenity lands with the existing infrastructure.

Furthermore, the statement by the Trustees that they intend to treat all non-respondents to the letter as Proxy for the Trustees to proceed as they think fit, may be considered as being unconstitutional and in conflict with Trustees Declaration of Trust, where Trustees are obliged to ascertain the common interest of Plot Owners by a majority of votes cast.