



**DELAMERE PARK
Management Limited**

Registered Office:

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

Telephone 01606 889263

Registered in England No. 1013623

NOTICE OF ANNUAL MEETING OF PLOT OWNERS

THURSDAY 16th SEPTEMBER 2010 at 7.30pm

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

Further to the notice of the above meeting dated 27th July 2010 there have been three Nominations for Trustee and no resolutions were submitted by the due date. As there are three 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 2008/9 are available from Reception between 3.00pm and 10.00pm.

Nominations for Trustees are as follows:-

Nominee

Christopher Hardy
Martin Cutbill
Jeannine Kolodziejski

Proposer

Frank Stewart
Anne German
Georgina Hulse

Seconder

Richard Kolodziejski
Willie Wilson
Keith Glover

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

1. Approval of the Minutes of the last Annual Meeting of Plot Owners.
2. Chairpersons Report followed by Q & A.
3. To receive, and if approved, adopt the proposed budget for the year to 30 September 2011.
4. To elect 3 Trustees/ Directors (One Trustee retiring by rotation).
5. To approve the Auditors & authorise the Trustees to agree the remuneration.
6. To receive and vote on Resolutions of which due notice has been given.

Proxy voting form -TO BE RETURNED TO THE OFFICE BY FRIDAY 10TH 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.

J Kolodziejski
Trustee
25th August 2010

CHAIRPERSON'S REPORT 2010

The year started with a new board of trustees and I have enjoyed working with them. We were sorry to lose Willie Wilson as a Trustee who had responsibility for grounds maintenance and I would like to thank him for his contribution to the Park over the years. During the year Martin Cutbill and Chris Hardy were co-opted as trustees following two resignations.

The new trustees have risen to the challenge of running the Park and, we as residents, are now very fortunate to have such an experienced team to manage our affairs. I am delighted to report that we have been able to maintain the resident's fees at the 2009 level for those residents paying the full fee by 11th October 2010.

As trustees we have worked tirelessly for the benefit of residents with the help of our dedicated volunteers.

This year we have:

- Reached agreement with Clegg Builders, to put right the problems with the changing rooms and pool area. I would like to thank Keith Glover who, although stood down as a trustee last September, continued to offer his expertise to draw to a conclusion the problems we have had.
- Martin Cutbill produced a resident's survey which was well received with a 54% response rate. The objective was to gain a better understanding of resident's requirements for the future. A presentation of his results will be made on Wednesday 1st September at 7.30p.m in the Park Room.
- The last 12 months has seen a general increase in use of the bar both in terms of revenue and the number of people using the facilities. The last year has seen a positive attempt to generate a more friendly atmosphere and encourage new residents, in particular families, to use the facilities.

These have included:-

- Formation of a new bar group, to encourage new events and provide additional activities and revenue that can be put directly back into the facilities. These events have so far included:-
 - Food themed evenings,
 - Cocktails & Canapés,
 - Champagne & Strawberries for Wimbledon.

These have proved very popular and will continue, hopefully growing, as existing activities are merged with a number of new ideas. Thanks to all involved.

- Bartalk, a new method of communication, to let you all know what is happening and what to look forward to (again special thanks to Tony Landells & everybody who contributed).
- Bar Uniforms, that I am sure you have all noticed.
- A revised bar policy after consultation with staff & residents.
- Trial of new bar opening hours.
- Chris Hardy, together with a number of residents, developed a tree policy for the amenity lands. This will establish a clear plan and programme for our trees over a three year period. A draft policy will be prepared for early autumn with an opportunity provided for residents to comment on before the plan is finalised.
- As a result of Georgina Hulse's dedication and energy as Squirrels Chairperson, they successfully received significant funding which allowed much needed renovation and improvements to the Squirrels and Lodge building. In addition to this a group of young residents led by Ellie Stamer have also been successful in receiving funding from Connexions Youth Service allowing them to furnish the Lodge for the benefit of all residents wishing to use that facility. I thank both groups for their time and hard work.

- We have constructed a new play area. Projects such as this would not happen if it were not for dedicated volunteers who have spent their time clearing the old site and preparing the new site for the new equipment.

The funding obtained from various sources was on an unconditional basis. All of which has enabled our volunteers to embark on a phased approach to renovating and expanding the Play Area, to bring it to a point that will enhance the safety, security and play experience of the children who live on the park and their guests.

The Trustees would like to take the opportunity to give a special thanks to Mary Long, who has spent months researching equipment, harassing companies for their best prices, organising fund raising activities to raise funds. Mary and her husband Andrew have dedicated an enormous amount of their time to benefit the residents of the park, and I as a resident and mother of young children, who will benefit from the fabulous new equipment, will be forever grateful.

Also thanks to the volunteers and all those people who have donated money, organised fund raising events and helped in any way, including the following to name but a few: Dan Hulse, Paul and Maria Rogers, Neil Horton, John Firth, David Brassington, Lewis Parsons, Steve Randall, Andrew Long, Georgina Hulse, Littler's the butchers and the DPML gardening team.

Peter Lund has retired as Chairperson for the Community Groups after 20 years service to our community, we are indebted to Peter for facilitating the growth of the Community Groups to what they are today, a valuable asset to our Park life.

Due to family commitments, I have decided to stand down as Chair but wish to stay as a trustee. I would like to thank all my fellow trustees both past and present who have supported me over the past 4 years.

Jeannine Kolodziejski

FINANCE

Review of 2009-2010

- Plot holder contributions last year benefitted from the reduced VAT rate, which applied until December 2009.
- In line with many other organisations no salary increases were awarded to staff.
- The additional sum prudently set aside to fund backdated VAT liabilities proved sufficient.
- A contribution towards the play area redevelopment was made of £1,800, though most of the investment was raised by Squirrels, other community user groups, and a council donation (with no strings attached).
- With several weeks to go before the yearend (at the time of writing) we are on course to exceed our budget by around £6,000. This is driven mainly by:
 - Better than expected bar takings
 - Lower than expected utility bills, largely due to moving to a cheaper gas contract.

Proposed Budget for the period 1st October 2010 to 30th September 2011

The overall Budget position for 2010/11 is:

	Proposed Budget 2010/11	Approved Budget 2009/10	Increase	%
Excluding VAT	£214,619	£210,939	£3,680	1.7%
VAT provision	£36,403	£32,413	£3,990	12.3%
TOTAL	£251,022	£243,352	£7,670	3.2%

Budgeted Contributions for 2010/11

	2010/11	2009/10	%
Full rate of annual contribution	£625.00	£625.00	0.0
Payment in full on or before the specified date	£548.00	£548.00	0.0
Payment by Standing Order	£600.00	£590.00	1.7%

Key financial points of the Budget for 2010/11:

- Residents fees will remain at the 2009/10 levels despite a higher VAT level than last year. However, those paying by standing order will see an increase due to the additional planned VAT rise in January 2011. Fees will be pegged by utilising, in part, previous year's surpluses.
- The budget includes £5,000 which has been allocated to the future planned maintenance fund. From the maintenance fund we expect to have to spend money finishing the block paving in the Cobbles and Ousels Nest areas of the Park, and also complete the previously deferred work on the tennis courts.
- Wages costs are budgeted to increase by 2.4% in-line with the minimum wage increase. Bar revenue is budgeted to increase by 2.9% over the current year budget, which in part, reflects this year's performance.
- Gardening costs will need to increase due to additional tree pruning, material cost increases and the requirement to insulate the garage roof (leaks from which are currently damaging gardening equipment).
- There are increased pool maintenance costs due to health and safety requirements and the rising cost of materials. Utilities are anticipated to continue at a lower level as a result of the gas contract and a reduction in our business rates.

- With the conclusion of the outstanding VAT issues and previous year surpluses we have additional funds available of around £41,000.

- The Trustees have provisionally allocated these monies as follows:
 - Upgrading of the pool area and changing rooms (in addition to the work funded by Clegg Builders) £10,000.
 - Part repayment of our bank loan £10,000.
 - Support to Community Group Activities £2,000.
 - New bar tills & bar area promotions £3,000.
 - Maintenance and enhancements of sporting facilities £4,000
 - Retained development funds and contingency sum £12,000.

The sum allocated to development is to look at some of the areas arising from the resident's survey. New initiatives will be subject to business cases, including the ability to effectively project manage any work. Residents will be informed before any commitments are entered into. If part of this sum remains unused it is proposed to pay off a further lump sum from the outstanding loan.

If you wish to see a more detailed set of financial statements, you can read them at, or obtain a copy (no charge) from, Clubhouse Reception. The 2008/09 Audited Accounts of DPML are also available for perusal at Reception.

M Cutbill

Trustee Nominee Profiles - 2010

CHRISTOPHER HARDY

I have lived on the Delamere Park for 32 years. My wife, Pauline teaches in a local school and we have raised four sons on the Park, enjoying the facilities and contributing to Park life.

I am an active member of the Community Group, most particularly through my involvement in squash. Over the years I have been involved in community projects: play area, patio extension and most recently, responsibility for bonfire building. I regularly use the facilities and know all who work here. In my role as co-opted Trustee I understand the workings of Delamere Park Management Ltd., and am currently developing a comprehensive Tree Policy with the involvement of residents.

I recently retired from my position of Managing Director for Chester City Council and have 35 years of public sector experience. I have degrees in Town Planning and Management and have also been a Parish Councillor and a member of regional and national bodies.

I bring significant management experience and skills with me, having managed a large workforce and multi-million pound budgets. I am a committed team member and effective communicator.

I seek, with my fellow trustees, to manage the affairs of Delamere Park in an efficient and effective manner with a particular emphasis on developing a team approach with all who work for us. I will ensure effective communication with all and sound project management as we move forward together.

MARTIN CUTBILL

I have lived on the Park since 1996 with my wife and two daughters, and on and off have had some involvement with the development of the Park throughout this time. I have conducted the recent resident's survey, and also the one conducted in 1997. Currently, as a co-opted Trustee I have assumed responsibility for finance, following Paul Rogers previously good stewardship of this area.

The recent survey showed that we needed to more to improve the Park and I keen to help make this happen. My business experience includes being having Managing Director positions for various financial service companies, and would like to use these skills I have acquired to both develop the Park and ensure good governance is applied, including ensuring there are ongoing good communications with residents

JEANNINE KOLODZIEJSKI

I have lived on Delamere Park for over 30 years and have grown to love it and have chosen to raise my family here. I would like to continue improving the facilities for all residents.

I have dedicated four years service as Chairperson. I joined as a new trustee in 2006 with a new board of directors, during which time there have been numerous changes to the Board and indeed to the Park.

I am seeking re-election as a trustee.