



**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 15th SEPTEMBER 2011 at 7.30pm

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

Further to the notice of the above meeting dated 27th July 2011 there has been one Nomination for Trustee and one resolution submitted by the due date. As there is one Trustee vacancy a postal vote will not be required and election will take place on the night.

The Minutes of last year's meeting of Plot Owners and the Audited Accounts for the year 2009/10 are available from Reception between 3.00pm and 10.00pm.

Nominations for Trustees are as follows:-

Nominee	Proposer	Seconder
Dr Amy McKee	Maggie Bishop	Ann Dean

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 2012.
4. To elect 1 Trustee/ Director.
5. To approve the Auditors & authorise the Trustees to agree the remuneration.
6. To receive and vote on one Resolution of which due notice has been given as follows:-

Resolution

That any change to the exterior of a property or boundary which requires approval by DPML Trustees is published on the Clubhouse notice board to include name, address of proposer plus a brief description of change, in order that Residents may view details and have an input before the plans are finalised and approved.

7. To receive proposals for a future Special Meeting to take place on the 11th October 2011 regarding:

Letting of the Park Room to non-residents, groups or organisations

Proposal:

That the Trustees be given authority to let the Park Room to non-residents, groups or organisations for business, social or community use, where:

1. there is no booking of the Park Room by a resident or plot owner

2. the income received will far outweigh all costs incurred by DPML (consideration will be given to allowing cost neutral bookings for charitable organisations)
3. after a full risk assessment by the Estate Manager in consultation with the Trustees of the nature of the event/booking there is no perceived impact on the well-being of residents or the facilities
4. the total number of any such bookings will not exceed 12 in any one year and before proceeding with this policy, a full report on the impact of these bookings will be reported back to residents at the Annual Meeting of Plot Owners, where a vote can be taken to maintain or review the policy

Solar Panel Resolution

Proposal:

DPML support the need to secure more renewable energy sources. However, residents are required to seek approval from DPML for the installation of panels. DPML will have regard to the number of scale of these panels in relation to the house type and roof area. DPML, may, in instances may refuse such an application, where it is considered the scale, appearance and the number of panels is excessive in relation to the proportions of the property or roof space, and thus affecting the character of the property.

Residents should adhere to the following principles in order to maximise their likelihood of approval:

- i) Panels should not extend beyond the roof dimensions.
- ii) Panels (including borders and fixings) should be dark, and no lighter than the roof materials.
- iii) Any panels appearing on a front/street facing roof should be a single block, and care has been taken to minimise the visual impact.

Proxy voting form –TO BE RETURNED TO THE OFFICE BY FRIDAY 9TH 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.

CHAIRPERSON'S REPORT 2011

I am delighted to report that we have had a successful year on the Park, both financially and in terms of being able to maintain or improve the facilities available to residents of the Park. This has been achieved not only through good stewardship and commitment from employees, but particular thanks goes to the very many people who freely offer their time to organise events, clubs, help manage administration, and so on. It is a theme I will return to!

With a full compliment of Trustees in place we have worked well with all staff this year to develop a team approach across all work areas. Two Development Days have been held (the first time we believe all staff have come together to discuss the needs of the Park). We have focussed on our aim of continuing our development as a team in order that we remain focussed on the delivery of quality services, and to improve our efficiency and effectiveness.

As part of this work we have introduced a Staff Appraisal Process to ensure all are focused on a unified focus for DPML, achieving personal objectives, and to identify training needs.

The key achievements over the past year are as follows:

- Achieving all of our financial objectives, including keeping to budget (please see financial statement for more detail)
- Completion of the redeveloped play area (we have requested resident input for any potential further development to the play area or any other play or sports amenities).
- Redevelopment of both the Lodge and the Squirrels area.

- Resolution of the building dispute in the swimming pool and changing room area and the completion of the rectification work (plus making additional improvements).
- Maintenance to the exterior paintwork has been started and, weather permitting, should be completed by the time we hold the OGM.
- Following survey feedback we are trialling offering a small range of essential goods from reception.

Grounds Maintenance

We have established new Grounds Maintenance systems and processes, to improve the quality of Grounds Maintenance work on the Park. This includes the development of the Tree Policy and an associated Tree Management Programme. This looks forward over three years and will be updated annually. We are now developing a full maintenance programme, which includes frequencies and quality standards for all work. In addition, with the involvement of residents, we have put together an improvement plan for the Lagoons.

New gardening equipment has been purchased over the past year, prompted by a failure of a tractor, but has now also allowed us to upgrade e.g. grass collecting equipment.

In light of this we have not pursued 'Outsourcing' of the Grounds Maintenance work, but concentrated on ensuring that what we currently do is of a high standard. I hope residents will agree that Delamere Park continues to be a unique and attractive place in which to live.

Bar Development

The last 12 months has seen a slight reduction in volume sales through the bar, despite our decision to delay passing on several general increases in costs, and the 2.5% rise in VAT. We have done our best to keep prices competitive and would encourage all residents to continue to enjoy using the facilities and find them good value. Much time & effort has again been expended on improving our control over costs, and we have seen a steady improvement in the trading profit. I can confirm that when all associated costs are taken into account the Bar makes a positive, net cash contribution, which if not realised, would necessitate an increase in our annual fees.

Additionally, we have continued our efforts to generate a more friendly atmosphere to encourage new residents, and in particular families, to use the facilities. This includes:

- Food themed evenings, and Sunday Carvery
- Champagne & Strawberries for Wimbledon.
- The Bartalk newsletter to let residents know what is happening
- A more open and flexible "bar policy" towards families and youngsters

I mentioned I would return to the subject of supporting the Park. You will be aware that the usual summer Gala did not take place this year as the team responsible were keen to 'pass the baton' onto some new blood. This is also true for much of the organisation of the bonfire night event. Their work has been very much appreciated and now it will be great to see some new organisers for these events and possibly more new initiatives.

Finally, I would like to thank Jeannine Kolodziejcki, who was not only the previous Chairperson, but has also been the longest serving Trustee on the team. Jeannine is standing down this year and has showed great commitment as well as much needed continuity in a period of change. Jeannine has provided an ongoing message below.

Martin Cutbill

I have decided to stand down from being a Trustee after 6 Years. At times it has been a very challenging experience but also one that has given me pride and satisfaction. Over the past year I assisted the redevelopment of The Lodge, and we now have a well appointed, furnished and decorated new facility that is not only a lovely place for our youth to meet but can also be used for the benefit of other residents. Ellie Stamer, who championed this initiative, is a credit to the young

people of Delamere Park, and shows what can be achieved to enhance the facilities for young people.

The Squirrels building has undergone a major facelift under the auspices of Georgina Hulse. This is a vastly improved facility for our infants, with which we should be very proud.

I would like to thank all the Trustees past and present for their support, and to acknowledge the Community groups for their fundraising, and those residents who work behind the scenes to support all the events that occur. It is these people who are the silent heroes of our estate. They make Delamere Park what it is, a lovely place to live. If I have one plea it is that more residents, especially the younger families, support the events that occur.

I believe we have a very good group of Trustees, with a wealth of managerial experience, who will be able to steer a course for a better Delamere Park. I wish them the very best for the future and please ask that everyone listens to their proposals with a degree of objectivity. They work very hard on our behalf, for no reward, but only for the benefit of our community.

Jeannine Kolodziejski

FINANCE

Review of 2010-2011

- Operating revenue expenditure for 2010/11 is likely to be in line with budget.
- To date of the previous year's surpluses only the money allocated to upgrading the pool area and changing rooms has been spent. Additional works were carried out to the shower cubicles and the out-standing repairs to the pool area were completed at the same time. The Trustees have reallocated this money as detailed towards the end of this statement.
- Due to serious mechanical failure the gardener's tractor had to be replaced earlier than anticipated.
- The reception and corridor lighting has had to be replaced due to failure and the fact that the fittings were found to be obsolete. This expenditure was funded from the large repair and maintenance fund. During 2011-12 it is anticipated that the Park Room lighting will also have to be replaced.

Proposed Budget for the period 1st October 2011 to 30th September 2012

The overall Budget position for 2010/11 is:

	2011/12	2010/11	Increase	%
Excluding VAT	£215,117	£214,619	£498	0.2%
VAT provision	£41,824	£36,403	£5,421	14.9%
TOTAL	£256,941	£251,022	£5,919	2.4%

Budgeted Contributions for 2010/11

	2011/12	2010/11	%
Full rate of annual contribution	£656.00	£625.00	5.0%
Payment in full on or before the specified date	£573.00	£548.00	4.6%
Payment by Standing Order	£630.00	£590.00	6.8%

Key financial points of the Budget for 2010/11:

- Overall resident's fees will need to increase by average of 5%. This is despite an actual budget increase of just 2.4%. The reason for the difference is because there have been two VAT increases since the last increase in fees, which have not been passed on. In addition we have reduced our dependency on using reserves from £11,000 to £6,000.
- 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 on renewing the Park Room lighting and possibly the purchase of a third boiler in the plant room.

- Wages costs are budgeted to increase by 3.7% in-line with the minimum wage increase. The newly installed additional satellite system will boost bar revenues by an estimated minimum of £2,000 (more than offsetting the installation cost).
- Utilities are expected to increase significantly due to the 3 year electricity contract coming to an end in March 2012 and a gas contract to be renewed in December 2011.
- Previous year surpluses (which were allocated last year but not spent) mean we have funds available of around £41,000.
- The Trustees have provisionally allocated these monies as follows:
 - Upgrading of the Lagoon Area in Long Acre £2,000.
 - Review of sporting facilities including the tennis courts £5,000.
 - Bar & Park room enhancements £5,000.
 - Retained funds & contingency sum £29,000.

(Of the £29,000 retained much of this has been earmarked for further maintenance and enhancements to be carried out over 3-5 year period. However this will be reviewed on an ongoing basis.)

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 2009/10 Audited Accounts of DPML are also available for perusal at Reception.

Trustee Nominee Profile - 2011

Dr Amy McKee

I moved to Delamere Park when I was 10 years old, moved away in my twenties and returned three years ago with my husband. My parents are also residents here.

Currently I work as a forensic clinical psychologist based in Manchester. I work within the NHS for the police in a variety of advisory, assessment, intervention & management roles.

I would like to be a trustee as I have lived here for many years and I believe I am able to understand the needs of a broad demographic of our community.



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I/We _____ of _____ being a Plot Holder of Delamere Park
hereby appoint _____ of _____ or failing, the Chairperson of Delamere Park
Management Ltd as my/our proxy to vote in my/our names(s) and on my/our behalf at the Ordinary Meeting
of Plot Holders to be held on 15th September 2011 and at any adjournment thereof.

This form is to be used in respect of the resolutions mentioned below as follows:-

- Approval of the Minutes of the last Annual Meeting of Plot Holders
For Against Abstain
- To accept the proposed budget 2011/2012
For Against Abstain
- To accept the one Trustee nomination
For Against Abstain
- To accept the Resident Resolution
For Against Abstain

Unless otherwise instructed, the proxy may vote as they thinks fit or abstain from voting.

Signed.....
Dated.....2011.

WE HAVE BEEN ADVISED THAT PROXY FORMS SHOULD BE RETURNED TO THE OFFICE IN A SEALED ENVELOPE CLEARLY MARKED "PROXY FORM" BY 2200 HOURS ON MONDAY 12th SEPTEMBER 2011.