



Delamere Park Management Limited

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Minutes of the DPML Trustee Meeting

22nd November 2023

Present:

Lyndon Taylor (LT) - Chair
John Bickley (JB)
Oliver Jones (OJ)
Steve Parsons (SP)
Phil Hallman (PH)

Apologies:

1. Declarations of interest

No declarations of interest were noted from the Trustees from matters arising or this meeting.

2. Ratification of the Minutes from October 2023 Trustee Meeting

The Trustees signed off the minutes from Octobers Trustee meeting.

3. Matters Arising/Actions

Action	Meeting	Owner	Update
Signage for the play areas	September 2023	LT & OJ	Laminated signs in place Need to consider more permanent solution
Security Contract and arrangement review	September 2023	LT	Pending, will take a few months
Men's changing room refurb – confirm available budget	September 2023	JB	Pending
Facebook page	September 2023	PH & OJ	Pending, the current page owned by DPML needs to be populated and invites sent out to Plot owners
Metrotile Solar update	September 2023	SP & PH	Pending (probably not until new EM is in place due to workload)
Review SGM and OGM minutes and provide approval	October 2023	All	OGM Minutes will be published shortly. SGM Minutes will be completed in the near future and then circulated.
Condensation Study & Repair to Aircon Pipework	October 2023	SP	Awaiting further responses from Tony Landells
Leaking Gutter Repair with Supplier	October 2023	SP	Awaiting further responses from Tony Landells

Commission the supplier to replace flat roof coverings over kitchen/bar	October 2023	SP	Awaiting further responses from Tony Landells
Discuss Bar 'Working Party' and determine next steps	October 2023	OJ, PH & JB	On the agenda for discussion at Nov meeting
Table Tennis Table to be moved to outside Squash Courts	October 2023	All	This was completed following the October Trustee Meeting
Feedback on a submitted proposal for landscaping from PO	October 2023	SP	Completed
Trustee Drop-in Session dates	October 2023	All	Pending
Send out a reminder for plot fee deadline (31 st Oct 2023)	October 2023	LT	Completed

4. Estate Manager Update

The Trustees discussed that we have received 18 applicants for the position, with 4 individuals being short listed for interview.

The process is expected to be resolved pre-Christmas and the Trustees intend to make a decision as soon as possible once the remaining interviews (stage 1 and stage 2) are completed.

5. Minor Building Issues

It was outlined that there have been some outdoor building issues raised in the past few weeks from plot owners. The following issues were discussed:

- Ramp outside the Park Room
- Carpark Ramp
- Hole outside the lodge building

These were discussed and agreed to be repaired as soon as possible with the hole outside the lodge being the first priority. This is expected to be resolved within the next 1-2 weeks. **Action – LT**

6. December Bar Update

The Trustees discussed proposed Bar initiatives for December as follows:

- Christmas Crumble Cocktail
- Fizz Friday (December 1st)

These were agreed as sensible ideas and the Trustees discussed other future ideas that may work including;

- Burns night, Indian evening (following a previous evening a few years ago that was a success) and a cocktail or wine tasting evening.

It was discussed that the Bar requires a new PC with the current no longer fit for purpose, it was agreed that we need to purchase a replacement – **Action LT**

Following a discussion at the Lodge Working party it was suggested that the Bar could become a coffee shop during the day, even if only a few days a week.

The Trustees discussed this idea and decided that in the immediate future we should explore the purchase of a coffee machine that can serve the bar customers without the outlay of a large amount of money.

It was agreed to explore options and revert back with quotes. – **Action OJ**

The outdoor area was briefly discussed, and it was noted that the Bar manager is planning to speak with his contacts who may help with ideas/proposals for how to landscape the existing space on a tight budget to make the area more useable and appealing. Discussions will continue on this matter and a proposal to be created. – **Action OJ**

The Trustees agreed that it would be useful to have monthly reporting from the bar. **Action – OJ / PH**

The Trustees discussed the Facebook page and agreed that the most appropriate solution is for the DPML Facebook site that we currently own to be refreshed and managed. Once set up invites can be issued to the residents. **Action - OJ**

7. Office & Reception Opening Times for Christmas/New Year

The Trustees discussed the rota for Christmas and the New Year and agreed to continue with previous year's schedule and precedent set, including the pool opening days.

As per previous years the pool will be shut Christmas day and Boxing Day.

8. Staff Christmas Party

The Trustees discussed a request for an update on the 2023 staff Christmas party and agreed that we are to proceed as per previous years. The office staff to organise with our support.

9. Cleaning

The Trustees discussed that we are still awaiting the final quote on an alternative cleaning solution and no further update or decision to be made until received.

10. Open tickets

The Trustees discussed a request for the sponsorship of a non-resident to use the swimming pool from a plot owner whereupon the sponsorship transferred from one plot owner to another.

The Trustees agreed to continue with the current arrangement as no impact and the non-resident is still being sponsored by a plot owner and as such is still in-line with our policy.

The Trustees discussed the open tickets be that maintenance, gardening or miscellaneous issues and have agreed necessary actions/steps.

11. Property change requests

The Trustees discussed that they are still awaiting a landscaping plan that is outstanding from a plot owner linked to a request for a legacy property change. It was agreed to write to the plot owner again reminding them of this request. **Action - JB**

The Trustees discussed the property change requests and agreed appropriate decisions/actions. The report to follow imminently to plot owners.

12. AOB –

The Trustees raised no other business for discussion.

13. Date(s) of next meeting(s)

The Trustees agreed the date of 10th of January 2024 for the next meeting. With the agreement that should other pressing items arise in the meantime we can meet in December.