



# Delamere Park Management Limited

Registered Office:  
Delamere Park Residents' Club  
59 Delamere Parkway West  
Cuddington, Northwich  
Cheshire CW8 2UJ  
Telephone 01606 212523  
Registered in England No. 1013623

## Minutes of the DPML Trustee Meeting

10<sup>th</sup> January 2024

### Present:

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

### Apologies:

### 1. Declarations of interest

LT declared an interest in property change request reference 2UB/C3, LT agreed to remove himself from the discussion and decision on this item.

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

### 2. Ratification of the Minutes from November 2023 Trustee Meeting

The Trustees signed off the minutes from November Trustee meeting.

### 3. Matters Arising/Actions

Action	Meeting	Owner	Update
Signage for the play areas/ Play area.	September 2023	LK/JB	Update Jan 24 - Agreed that we need to additionally order a 'no dogs' sign for the play area. LK to obtain quotes for supervision responsibility and no dogs on play area. LK/JB to discuss the use of a secure child friendly fence to secure area. LK/JB to obtain quotes to supply and fit suitable fencing to bring to next meeting.
Metrotile Solar update	September 2023	SP & PH	Agreed to park for now and explore further in the coming months
Men's changing room refurb – confirm available budget	September 2023	JB	Decision paused for now

Facebook page	September 2023	LK	Update Jan 24 - We discussed the current dormant Facebook page and renewing that with a page to make announcements but not with the ability for people to comment.
Trustee Drop-in Session dates	October 2023	LK and Trustee	Update Jan 24 – Agreed it would be an opportunity for Plot owners to meet LK, date to be agreed and announced imminently
Review SGM and OGM minutes and provide approval	October 2023	All LT	Agenda item 1
Condensation Study & Repair to Aircon Pipework	October 2023	LT	Update Jan 24 – still awaiting response
Cleaning of building / Pool area	November 23	LK	Update Jan 24 - Deep clean scheduled for Saturday 13th
Discuss Bar 'Working Party' and determine next steps	October 2023	OJ, PH & JB	No action at this stage

### 1) Review SGM and OGM minutes and provide approval.

The Trustees discussed the outstanding OGM and SGM minutes,

It was agreed that the OGM Minutes will be published ahead of next meeting.

SGM draft minutes have been completed, it was discussed and agreed that we need to refine and publish ahead of next meeting.

#### Action

Meeting minutes to be reviewed and agreed by Trustees prior to being sent out.

### 2) Working Party

The Trustees discussed the working party for the lodge and agreed that a more in-depth discussion is required, acknowledging the hard work that has gone into the detailed report provided by the working party.

### 3) Nappies/ Disabled shower parent and baby.

We discussed the use of using a company to supply and collect a sanitary bin for nappies. LK provided a quote from a supplier for 2 weekly and monthly collections. It was agreed that another 1 or 2 quotes should be sought for comparison.

We discussed the use of the baby change table being used to secure a baby while the parent showers. We all agreed this is far from suitable.

LK will investigate products that maybe suitable i.e. playpen/ chair that can be moved easily if required. We discussed the insurance policy liability if using a supplied piece of equipment.

#### Action

LK to supply 2 other quotes for nappy bins to trustees for comparison.

LK will investigate products that maybe suitable i.e. playpen/ chair that can be moved easily if required.

Trustee to look at insurance policy re liability.

#### **4) Weekend opening up/cleaning.**

We discussed the cleaning of the building and issues raised that we are struggling for weekend cover/opening of the building on weekends.

The Trustees discussed the use of a company or private individual to provide cover at the weekends/holiday cover. No decision was made at this stage.

##### **Action**

There is a deep clean of pool area scheduled for Saturday 13.1.24. LK will review this on Monday 15<sup>th</sup>. LK has discussed the disabled toilet shower drain and asked for it to be cleaned every week.

LK to look at cleaning materials and equipment to see if anything more suitable can be purchased.

#### **5) Bar/cleaning**

We discussed the duties of the bar staff and the cleaning of the bar by the bar staff. LT also asked for the bar to be reporting the finances regularly.

##### **Action**

LK to discuss with the bar manager their duties, and bar staff duties, also to discuss reporting financial.

#### **6) Lighting to cover walkway adjacent to the Park Room, complaint re brightness.**

We discussed the health and safety of lighting the walkway for plot owners was paramount and the use of eyelids may be an option on the lights to make them less obtrusive.

##### **Action**

Our electrician to fit new circular light to cover walkway, also to look at possible use of eyelid on lights. JB to discuss complaint and safety of residents with plot holder.

#### **7) Bar Outdoor area/Patio**

The Trustees discussed the use of gazebo/structure to provide better use of space, considering the options available. It was agreed that in the immediate future we need to re-landscape the outside area to form a more appealing area and a foundation for future investments.

##### **Action**

To be discussed at the next meeting once plans drawn and quotes obtained.

#### **8) New Bar events/ Kitchen alterations**

LK/OJ/PH to speak to the bar manager regarding bar events and discuss new ideas. It was agreed that a small budget (around £2k) will be allocated to allow renovation of the kitchen to make it more user friendly. To be discussed at next meeting

##### **Action**

LK/OJ/PH to have meeting with the bar management team to discuss bar events.

#### **9) Staff Policies/Training/New Laptop for Bar manager**

We discussed the need for the policy on staff drinking on shift to be refined to ensure that staff can 'taste' beer or have a celebratory drink with plot owners (New Years Eve), this then needs to be signed by staff.

We discussed the need for staff to be trained with pool duties and related courses to be attended.

We discussed the option for a laptop to be provided to Bar manager to replace the current broken computer, agreed by all that the bar till being moved.

**Action**

Relevant staff to sign staff document re the drinking of alcohol on premises.

Pool training to be attended by LK to learn pool manager duties along with other relevant staff.

LT to look at supplying laptop/computer and best position for till.

**10) Squirrels**

It was agreed that a sensible next step would be to meet with the Trustees from Squirrels and update on the situation.

**Action**

LT/OJ to send email re meeting.

**11) Outstanding tickets**

Beech tree on verge between 1-3 Denehurst needs trimming back as its troubling private hedge.

**Action**

JB/LK to contact the tree surgeon. **NOTE 18.1.24** This work has now been done.

The trim at the base of the shower walls in the male showers is coming off and water could get behind the shower panels and cause damage.

**Action**

LK to look at providing quotes to discuss at next trustee meeting.

**12) Changes to properties**

The property change requests were discussed and relevant actions agreed, an update on the decisions to be communicated imminently to plot owners.

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

The Trustees agreed the date of **Wednesday 14<sup>th</sup> February 2024** for the next meeting.