



# Delamere Park Management Limited

Registered Office:  
Delamere Park Residents' Club  
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Cuddington, Northwich  
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Telephone 01606 212523  
Registered in England No. 1013623

## Minutes of the DPML Trustee Meeting

14<sup>th</sup> February 2024

### Present:

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

### Apologies:

John Bickley (JB)

### 1. Declarations of interest

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

### 2. Ratification of the Minutes from January 2024 Trustee Meeting

The Trustees signed off the minutes from January Trustee meeting.

### 3. Matters Arising/Actions

Action	Meeting	Owner	Update
Signage for the play areas/ Play area.	September 2023	LK/JB	Update February 2024 – signs ordered £70.00 plus VAT.
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 Feb 24 – The Facebook page is now up and running, email to be

			sent to the park and published in Feb newsletter.
Condensation Study & Repair to Aircon Pipework	October 2023	LT	Update Feb 24 – still awaiting response -Roof videos/pictures sent
Bar Outdoor area/Patio	January 24	JB/LK	Update Feb 24 Meeting held with Gardeners and Bar Manager held to discuss next steps. Gardeners to provide costings to clear area. Quotes for suitable floor covering to be quoted to see complete cost.
New Bar events/ Kitchen alterations	Feb 2024	LK/LT	Update Feb 24 LK/LT to look at whether shelf could be provided over work surface to secure microwaves.
Staff Policies/Training/New Laptop for Bar manager	Feb 24	LK/OJ/PH	Pool training date to be confirmed. Desktop computer to be ordered for bar area. Drug & alcohol policy to be signed by all staff.
Squirrels	Feb 24	LK	Letter received from Pre-School manager, response to be drafted and testimonials to be submitted
Instructor led activities signing in/ community group responsibilities.	Feb 24	LK	LK to discuss CG responsibilities of CG and behaviours of attendees. Review all CGs required.
Weekend open up/clean.	January 24	LK	Update Feb 24 We discussed the use of simply clean to provide weekend cleaning and opening duties. LK has now set up a WhatsApp group for residents kindly offering to open up.
Staff changes in hours to suit busy shifts.	Feb 24	LK	LK to sort staff rota and discuss with staff.
Costs Gardeners/ Cleaners		LK	LK/trustees Discussions to be held with gardeners/cleaners/bar
Review SGM and OGM minutes and provide approval	January 24	All	Feb 24 update

			Meeting minutes to be reviewed and agreed by Trustees prior to being sent out.
Estate Manager Drop-in Session dates	January 2024	LK and Trustee	Update Feb 24 – LK to book date with LT/PH/LT to meet plot owners to introduce herself and gain ideas from plot owners.
Discuss Bar 'Working Party' and determine next steps/ Coffee shop proposal/ wellness hub.	January 24	OJ, PH & JB	Update Feb 24 Discussed at Community group meeting with Paul Matthews. Steering group meeting 21.2.24.LK to visit wellness hub 21.2.24.
Caravan Park plans.	Feb 24	LK	Email to be sent to park to make plot owners aware.

**New Items:**

Instructor led activities signing in/ community group responsibilities.

We discussed the current pin/fob sign in procedure and the responsibilities of the community groups. It was agreed that we contact community groups not fulfilling their responsibilities and obtain the information of the attendees of the instructor led activities. Meetings to be set up with community groups to discuss framework where necessary.

Cleaning /opening of building.

We discussed the use of simply clean to provide weekend cleaning and opening duties. LK has now set up a WhatsApp group for residents kindly offering to open up.

Staff changes in hours to suit busy shifts.

It was agreed with trustees that LK should do what is necessary to make the filling shifts process easier and save on costs where possible.

Costs Gardeners/ Cleaners

We all agreed that costs need to reduce wherever possible. LK will discuss with Bar Manager/ Gardeners/ cleaning staff supply purchases. For example Skip usage and cost

Review SGM and OGM minutes and provide approval.

It was agreed that the SGM/OGM need to be reviewed by the trustees. Action for SP, OJ & JB.

### Trustee Drop-in Session dates

LK/LT/PH to invite plot owners to drop-in sessions to discuss the facilities at the park and make any plot owners not using the facilities aware of what we offer.

It was also discussed that this could be done in the day with coffee/tea offered.

### The Lodge - Kelsall Wellbeing Hub

LK is visiting the wellness hub at Kelsall on 21.2.24 to see their facilities and gain knowledge and ideas/contacts for the lodge. Steering meeting to be attended by LK evening of 21.2.24.

### Caravan Park plans.

Following emails from Pos on Caravan Park plans and Woods Lane developments, it was agreed that an email is to be sent to the park for plot owners to view the applications with CWAC.

### Financial year (FY) Q1 results analysis/ reducing Costs.

The trustees/LK to review accounts and make costs reduce where possible.

### Outstanding Tickets

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

### 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.

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

The Trustees agreed the date of 13<sup>th</sup> March 2024 for the next meeting.