



# Delamere Park Management Limited

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## DPML Trustee Meeting 13<sup>th</sup> March 2024 -Minutes

### **Present:**

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

### **Discussions**

#### **1. Declarations of interest**

The Trustees discussed and agreed that Phil Hallman's employment in the bar meant that this could be viewed as a conflict of interest and as such agreed for him to change portfolios and no longer be a bar trustee as covered in section 6.

#### **2. Ratification of the Minutes from February 2024 Trustee Meeting**

The Trustees signed off the minutes from February Trustee meeting.

#### **3. April SGM:**

As set out in resolution passed at the last OGM whereby a working party was to be formed and create a proposal for the lodge. The SGM is required for plot owners to vote on the proposal submitted by the working party / steering group.

It was agreed that the SGM is to be held on 30<sup>th</sup> April 2024.

LK will send the notice out next week. - **Action**

#### **4. Quarter 1 financials**

The Q1 figures were presented to the Trustees and were as anticipated for expenditure, with some spend running over from 22/23 Financial year (tree surgeon).

It was highlighted that expenditure on the ramp was categorised as gardening spend.

JB to query nominal codes for gardening works with accountant. – **Action**

#### **5. Pay change in-line with National Living Wage for staff April 2024.**

With the national living wage increasing in April 2024 staff wages require adjustment to stay in-line.

LK to organise the letters and pay adjustments. – **Action**

#### **6. Trustee areas of responsibility:**

It was agreed that PH is no longer a bar trustee leaving OJ as the bar trustee. PH will become the only community group trustee.

#### **7. Bar: review of Action Plan 2024 to include:**

A proposal was presented by JB for a bar action plan, outlining key activities that are required to support the bar and increase footfall/revenue.

- a) Music licence  
LK to contact the PRS to further reduce licence costs/ look at music platforms and discuss reduction in costs if royalty free/ platform music is used.
- b) Patio refurbishment/gazebo/marquee  
It was agreed that the current paving be jet washed and borders planted with attractive plants/shrubs and surrounded with sleepers. LK to discuss with gardeners.
- c) Barnton CC visit and actions following it.  
It was agreed that the Bar action plan be sent to the bar manager and meeting to be held between Estate Manager & Bar Manager to discuss responsibilities and plans.
- d) Plan for transforming the Bar offer.  
Estate Manager and bar manager to discuss with suppliers to gain best offer for park on supplies and sky for the bar.
- e) Questionnaire- It was agreed that this will be part of the bar action plan, to question residents on the use of the facilities/bar. The Estate manager is happy to use these during the drop-in sessions.
- f) Management of the Bar - Action plan agreed to be forwarded to bar manager and estate manager to discuss objectives at Action plan meeting.

#### **8. Staff rota & gardening update**

LK to amend rota and discuss with staff filling relevant shifts to support office/estate manager. 2 Gardening positions to be advertised a 15-hour part time and a fulltime.

#### **9. Plot fees outstanding.**

There remains a very small number of plot owners who have not paid their fees for 23/24, it was discussed and noted that the fees would eventually be paid once the house is sold.

In the meantime, the relevant letters are to be sent out to the plot holders in question. – **Action**

## 10. VAT Queries

It was agreed that our accountants AGP are to be asked during their audit to investigate the VAT situation for community groups.

## 11. CG swimming

Meeting to be booked to discuss framework and responsibilities with potential new representatives for the swimming group. – **Action LK**

## 12. Trees:

2 days on the park booked 23-24 April LK to ask Will/Gardeners to check TPO status.

## 13. Previous Matters /Actions discussed.

Action	Meeting	Owner	Update
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
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. <b>March update</b> – the area is to be jet washed & planted with attractive shrubs/ planters/ sleepers.
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-resent due 8.3.24. <b>March update- The drug &amp;</b>

			<b>alcohol policy is in force from 11.3.24.</b>
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. Update <b>March 24</b> – New CG to be formed for children’s swimming meeting tbc
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. - <b>March update</b> email to be sent to park inviting to attend drop in.
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. Update <b>March update</b> -LK to meet coffee shop proposal 6.3.24, LK to explore use of self-service coffee machine.
Staff changes in hours to suit busy shifts.	Feb 24	LK	LK to sort staff rota and discuss with staff. Rota 1&2 submitted to trustees 5.3.24 (attached) March update – LK to review rotas and input necessary changes.

#### 14. Outstanding Tickets

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

#### 15. Property Change Requests

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 17<sup>th</sup> of April for the next meeting.