



**DELAMERE PARK MANAGEMENT LTD
PLOT OWNERS
ANNUAL GENERAL MEETING**

MINUTES

DATE: -	Thursday, 21 st September 2017
LOCATION; -	Park Room, Delamere Clubhouse
TIME; -	7.00pm
TRUSTEES; -	John Muir (Chairperson) Darren Shepherd, Paul German, Ian Sharp,
OTHERS; -	Steve Hayes (Estates Manager) Phil Bentham (Sawyer Quine Chartered Accountants)
ABSENTEES: - APOLOGIES	Carla Brown
NOTE TAKER: -	Karen Harrison (Admin)

AGENDA

1 INTRODUCTION	The Chairperson declared the meeting open at 7.05pm Welcoming all plot owners, outlined agenda for the AGM and the voting procedure, introduction of Trustees and others present It was agreed that the notice of meeting should be taken as read
2 APPROVALS OF MINUTES	Minutes for 2016 AGM dated 22/09/2016 Minutes for Special General Meeting dated 14/03/2017 regarding the pool refurbishment Approved by Plot owners with no further questions
3 CHAIRPERSONS REPORT FOLLOWED BY Q&A	Thanking all his fellow Trustees, Plot owners, volunteer and employees for their support, commitment and patience over the last year, the Chair went on to confirm 2016 was a year of detailed planning and 2017 a year of delivery. Special thanks went to Steve Hayes for his delivery of the Pool refurbishment on time and under budget (£1000) The Chair confirmed that after his report the floor would be open for a QA discussion.



- A) The Chair outlined further accomplishments over 2017; -
- Removal of the asbestos from the Lodge building completed early 2017
 - New playground facilities
 - Upgrade of Beer Garden
 - Revival of the Lagoons including repair of pumps and new planting
 - Office Computers upgraded
 - Resident Events over the last 12 months- Bonfire Night, Children's Xmas Party, Gala Day this year had record bar takings. He addressed the Plot owners by asking for more residents to get involved to enhance "*living on the park*"
- B) **Future Planning for Plots**- Continued vigilance of changes to plots to ensure adherence to DP covenants and to maintain future aesthetics and character of the Estate and to external developments which could affect the Estate was essential.
- C) **Finance and Budgets**-Following on overview of the 2015/16 accounts- the proposed 2017/18 budget was tabled:
- Focusing on prudent level of finance to meet future expenses and allowing for contingencies
 - Reduction in fuel bills as announced in last years' AGM have been a success with the use of LED lighting, economic energy boilers saving of more than £7.5K compared with last year
 - Utilisation of staffing hours was to be reviewed
 - Use of volunteers- to assist with up keep of flower beds-residents interested in taking over the management to contact in first instance the Estates Manager

Budget Summary

- 2017/18- Budget Revenue £358,877: Expenditure £351,765.

Chair stated for those who wished to ask any further questions on the Budget, to contact the Estates Manager

- D) **Plot Fees** Because of no increase for past 3 years it was recommended that a modest increase be proposed for 2017/18 to cover pay costs due to living wage increments and workplace pension costs etc.
2016/17£676 - 2017/18 £706- discount applies if payment is in full before the specified date.

E) **Going Forward-2017/18 a year of consolidation – Schemes to be pursued**

- Refurbishment of tennis court lightening-cost approx. £3K
- IT systems
- Clubhouse roof -Priority -estimated cost £70K-Continued detailed planning and options appraisal.

In conclusion of the report the Chair recommended the budget to the Plot holders.

Chair thanked Marjorie Landells who retired in June after many years of her hard work and dedication both as an employee of DPML and as a volunteer, and welcomed Karen Harrison who



proceeds to Marjorie's role in the office, started 1/09/2017.

Chair stated to Plot-owners that the Trustees would now answer their Questions:

RESIDENT	DISCUSSION TOPICS	ACTIONED BY
	Clarification of Forecast against Budget - Tiling of Pool, Play Area	SH/PB
	Action: No further action...clarification accepted.	
2	<p>DELAMERE MANOR- Concerned with external development that could affect living standards at Delamere Park</p> <ul style="list-style-type: none"> • It was expressed by this resident that there had been no members of the Trustees at the developers 1st meeting and for future meetings that there should be a presence. • Noise concerns • Development have been issued with 1year probation license 	IS/JM
	<p>Action: Chair stated that he no knowledge of the licensing terms. IS suggested Sound level group to be formed to record noise levels and traffic flow, and urge residents to report any disturbances to Cheshire CC. Trustees to be informed of any further meeting and a representative will be in attendance. License issues, speaker to inform Trustees of the conditions and when initiated.</p>	
3	<p>Budget Reconciliation-Contributions.</p> <ul style="list-style-type: none"> • How are the figures for Contributions determined? • What is the safeguard against shortfalls 	PB
	<p>Action: No further action...PB explained to the floor that contributions were based historically on more that 80% of residents paying by the predicted date</p>	
4	Cuddington Lane- White lines are not visible on the corner	IS
	<p>Action: No further action.... Cheshire County Council's responsibility</p>	
5	<p>Garden Budget-</p> <ul style="list-style-type: none"> • Discussion and budget • H & S Issues • Employment of further gardeners. 2 FT present...last year 2 FT 1 PT • No First Aider • Up keep of Flower beds, lagoons by volunteers 	SH/JM
	<p>Action: SH to arrange First Aid courses for Gardeners as soon as possible. SH stated that the level of service would be maintained with the addition of the volunteers. it was deemed unnecessary to employ further gardeners with workload such as building maintenance requirements reduced.</p>	



- 6 Air Handling Units/ Bar Ventilation JM, SH
- Fire Exit open for ventilation which can in-turn violate: -
 - Card Security

Action: Ventilation Units to be assessed later into the new financial year ...priority is the roof; Card security to be addressed outside of the meeting

- 7 Future Maintenance of Gardens and landscape SH, JM
To outsource – Chair asked for PO views

Action: To maintain the level of service to the Park, will enhance its aesthetics for both present and future residents. Risk compliance and cost to be assessed for any outsource involvement.

Plot Owners show of hands on whether they wanted Trustees to investigate. Tied vote...to investigate further.

4 APPROVALS	Using selected cards for each nominated item
	<ul style="list-style-type: none"> • Approval of Budget- Approved • Approval of contribution for 2017/18- Approved • Approval of Auditors-Approved
5 Election of Trustee-Ian Sharp-Retiring after the completed three years as a Trustee, offers himself for re-election with a further two nominations	
Nominee - Ian Sharp- Nominated by Paul Hopkin; Seconded by Nick Taylor	
Nominee – Andrew Bryson – Nominated by Keith Glover; Seconded by Jeff Jones	
Nominee – Mark Reif- Nominated by David Moores; Seconded by Peter Hudson	

Introduction of Candidates by the chair...each candidate delivered their statement. The floor votes are as followed.

Ian Sharp:	For	39
Mark Relf	For	42
Andrew Bryson	For	56

Elected trustee- Andrew Bryson

Chair thanked IS for his outstanding contribution with his involvement in the Pool project and stated he would be hard to replace.

Chair welcomed Andrew to join the Trustees at the table.



6 RESOLUTIONS	Using coloured cards for each nominated item- Three resolutions received
<ul style="list-style-type: none"> To alter By-law 3.3 allowing children of any age to stay in the Lounge area of the bar until 10.30pm on Saturday night 	
<p>After further deliberation from the Trustees and SH of licensing laws that would be affected, safeguarding issues, potential loss of bar takings - floor was asked to vote</p>	
<p>For 23 Against 98 - Resolution denied</p>	
<ul style="list-style-type: none"> To erect a low picket fence around the play area on the field-comment from the Trustees and SH stated that there could be potential HS concerns for younger children, recurring maintenance costs. All dogs to be kept on lead. By-laws to be assessed to identify ruling -it is however the responsibility of all dog owners on the Park to clean up all mess and to keep dogs under control. 	
<p>For 44 Against 71 Abstentions 19 - Resolution denied</p>	
<ul style="list-style-type: none"> Changes and adherence to the By-laws of the Park. Trustees to maintain a process to ensure continued adherence to any such change. In addition, the Trustees by 31st October 2017 obtain and make available to Plot-holders a legal opinion on the options available to them to ensure the Covenants entered by Plot-holders on the purchase of any property are adhered to and whether the Trustees have the power, in any event to allow the changes whatsoever to the original landscaping scheme. Chair replied -stating the procedures in place identified all landscape changes. All future new residents are legally bound to sign the agreement which is endorsed by Rowlinsons (our conveyancing solicitors). 	
<p>For 58 Against 20 Abstentions 18 -Resolution carried forward</p>	
<p>7 FITZSIMMONS TROPHY</p>	<p>Chairman expressed the worthiness of the candidates and was delighted to announce that the award this year would be given jointly to Forbes Simpson for his contribution to the Youth Club and Stephen Glendinning for his work on the Lagoons</p>