

## Minutes of Trustee Meeting: Wednesday 9<sup>th</sup> January, 2013

**Present:** Chris Hardy (Chair), Carla Brown, Darren Shepherd, Alan Baskerville.

**Apologies:** Amy McKee

**1. Minutes of Meeting held on 17/10/2012,** were agreed as a true record.

**Matters arising from the minutes:**

- a) Signature required for Bank Mandate – **AB/CB**
- b) Completion of reflective material on bollards to be actioned – **AB**
- c) User Groups to be asked to consider donation of additional bench around green – **DS**

**2. Appointment of Chair (temporary period, 16<sup>th</sup> January – 24<sup>th</sup> March)**

Agreed that **Carla Brown** be appointed Chair for this period and adopt the roles and responsibilities of Chair.

**3. Estate Manager's Report:**

- a) Financial position, last years accounts have been audited and closed. The outcome is a positive contribution of some £20,000 to reserves. This is due to good financial management, reduced costs associated with lower staff costs, reduced energy costs and increased income.
- b) In light of the above and the agreed budgeted project spent for this year, the following projects will be undertaken:
  - Compound changes to enhance operational working, make safer and reduce impact of working on residents **£3000**.
  - Bar Enhancements **£9500**, plus contributions from user groups. These enhancements to follow from resident consultation, and prioritisation. It may be necessary to spread works over 2 years and budget for this in next year's budget.
  - Lagoons Phase 2, **£1500**
  - Fencing at back of club, **£750**
  - Community Events, **£1000**
  - Solar Panels, **£1500**, for survey work prior to resident consultation and agreement
  - Playground Fencing, **£6000**, agreement in principle, but subject to consultation with Youth Forum and discussion with the Council on Health and safety issues.
  - Pool Pumps **£3000**, to allow for variable flow and reduce energy costs, giving pay back over 2 years
  - Loft insulation, **£1500**
  - Pool Ultra Violet treatment of water to reduce chemicals, **£4000**

- Completion of Tennis Courts (painting of surface), funded from grant from Council
- c) Planned future events include a Hog Roast with live band and quiz – Saturday 16<sup>th</sup> February, and a Mother's day Carvery - Sunday 10<sup>th</sup> March. **AB** to organise with Bar Manager
4. **Review of Christmas and New Year activities in the Resident's Club.** It was reported that all went well, with good revenue being achieved and no significant problems encountered. The accommodation of children in the festivities on New Year's Eve went well.
  5. **Solar Panels on Club House.** The consultation before Christmas achieve a good response of just over 200. Of these, only 19 were against taking the project forward. It was agreed that we would progress to a detailed survey at a cost of up to £1500, but forming part of the overall cost if we progress. **CB/AB** to consider which supplier to commission for survey. Survey to be undertaken and all facts presented to residents in April, before any decision is taken as to whether to proceed with the project.
  6. **Vandalism.** Trustees had continued their discussion on vandalism issues following two occurrences last year. It was pleasing to report that no further issues had occurred. However, it was agreed that we need to remain vigilant, act quickly and accordingly (in association with the police), if any further issues arise. If they do and the culprits can be identified and in addition to any police action, the Trustees will consider banning those responsible from the use of the Club facilities. It was noted that the Bar Staff already have the power to exclude people from the Bar, if they cause trouble.
  7. **Use of Park Room and Payment for use of facilities.** Consideration given to the need to draw up a contract for all groups and individuals who book the Park Room for events. This to assist the Estate Manager in deciding whether the major beneficiaries are residents and whether the event is of a commercial nature with profit/service charge being taken by the provider. Trustees will review the policy following consideration of this information. **AB** to draw up user contract which requires the supply of certain information regarding charges etc from the provider.
  8. **Call Out Policy and Procedures.** The Estate Manager has produced a revised and comprehensive set of procedures. These will be made available to all staff and **AB** will ensure that staff have training on this.
  9. **Gardening Team update.** It was reported that following the appropriate consultation with staff the position of Head Gardener had been deleted from the establishment. New management arrangements have been put in place, with the Gardening Team reporting directly to the Estate Manager. An Event will be organised in the next 2 weeks to recognise Peter's contribution to the life of Delamere Park. **AB** to organise.
  10. **Provision of Fencing around Play Area.** This has been included as a possible project for this year. It arises following further incidents of dog fouling and the danger to children who use the play facilities. Implementation will be

considered following discussion with young people on the Park and after consultation with the Council regarding Health and safety issues. AB/CB to lead on this.

- 11. Bar Refurbishment Project.** This needs to gather momentum and proposals developed for consideration in late March. In order to achieve this, user groups and other interested parties will be invited to attend an Open forum in the Club in February. **AM/DS/CB** are sharing responsibility for this, with **AB** providing contacts.
- 12. Gala Day Planning.** **AB** advised that Derek Lawrenson is happy to lead on this again for 2013. **AB** to liase with Derek and see what help and support is needed. Budget provision has been made to facilitate the event.
- 13. Trustee Update.** All information had been presented as part of items already discussed and no further trustee issues were raised.
- 14. Any Other Business.** Two Charity events were agreed but **AB** was asked to assess the frequency of some requests to ensure fair treatment for all and a reasonable distribution of events across the year. A request from a bank to provide a workshop on the park was refused. It was agreed that we provide a Trophy Cabinet in the Club, with the Fitzsimmon's Trophy being the first item. **AB** to organise the Cabinet
- 15. Date of Next Meeting.** 18<sup>th</sup> April, 2013, at 7pm at Chair's House.