

Minutes of Trustee Meeting: 5th September, 2013

Present: Chris Hardy (Chair), Amy McKee, Darren Shepherd, Alan Baskerville.

Apologies: Carla Brown

1. **Minutes of meeting held on 11th July** – They were agreed as a true record.
2. **Matters Arising:** AB confirmed that a Defibrillator was being acquired and that he was scheduled to undertake the necessary training. **AB** would then train others as appropriate.
3. **Estate Manager's Report:**
 1. **Stock Take:** The last Stock Take had been brought forward and produced an encouraging result. **AB** will continue to monitor this closely.
 2. **Lettings:** It was agreed that the policy on lettings to religious and political groups would be maintained and reviewed in the future.
 3. **Charity Event:** The recent request for use of the Park Room by a charity was approved.
 4. **Failure of Air-conditioning in Cellar:** AB reported that a failure of the aircon in the cellar had resulted in the loss of some beer stock. This has now been sorted. **AB** to agree improvement of response time to fixing such problems in the future.
 5. **Security System Upgrade:** AB reported the improvement of the security system with ADT being the approved supplier. Contracts have been signed and the new contract will increase coverage, call out response times and reduce costs.
 6. **Gardening Team:** AB reported that the new team was working well and the Trustees stated that they were pleased with the standards being achieved.
 7. **Bonfire Night:** AB reported that the fireworks would be likely to cost more this year. **The Trustees agreed that additional costs would be met and that Bonfire Night would take place on 2nd Nobvemembr.**
4. **OGM: AB and CH** reported that arrangements were in hand. The Chairman's Report had been agreed and Budget finalised. AB had in place arrangements for distribution of all necessary paperwork. A further request would be made to seek to secure additional Trustee nominations.
5. **Bar Refurbishment:** AB reported that the structural work had been completed and that this would increase the capacity and openness of the bar areas. The carpet had been ordered and was to be fitted on 11th September. Painting and papering would also be completed by the 11th. The curtains were still to be finalised and **AB would get samples and share with AcM and CB.,** to select best match. Lights would be replaced with LCD's. A new TV had been secured with the generous support of the previous Bar Group. The Trustees wished to record their thanks to this group, for their generous

contribution. The redecoration of the Park Room and choice of colours and curtains, would not take place until after the OGM, where resident's views would be received on the Bar Refurbishment work.

6. **Staffing Matters:** There was a general discussion on staffing issues and **AB** was authorised to take appropriate action as discussed.
7. **Energy Audit:** It was agreed that the Energy Audit would proceed and **AB** would obtain a detailed specification and costs from The Groundwork Trust with a view to them being commissioned to do the work. The Trustees were keen to ensure an independent look at this and an ongoing involvement by The Groundwork Trust in helping to procure agreed solutions. **AB** to make further contact with The Groundwork Trust.
8. **Trustee Updates:** **DS** reported on the forthcoming User Group meeting and the need to address issues that will be raised. **DS** to provide feedback and Trustees to consider any issues.
9. **AOB:** there was none.
10. **Date of next meeting:** this was left until after the OGM, to see whether new Trustees had come forward and diary dates could then be co-ordinated.