

Minutes of Trustee Meeting: 11th December, 2013

Present: Chris Hardy (Chair), Carla Brown, Neil Houghton, John Gilbody, Alan Baskerville.

Apologies: Darren Shepherd

1. **Minutes of meeting held on 16th October and matters Arising** – Agreed as a true record and no matters arising as all were contained elsewhere on the Agenda of this meeting.
2. **Estate Manager's Report** –
 - a. A number of building requests have been received and have been considered or are currently under consideration. **CB/DS** will consider and liaise with other Trustees as necessary. **AB** will inform residents of decision.
 - b. Tree work notifications – a number have been received and residents advised to liaise with the Council where trees are covered by TPO,s.
 - c. Facilities – Energy Audit is underway with monitoring of usage. **AB** to advise staff of need to ensure lights/radiators are switched off in areas not in use. Park Room refurbishment is progressing with resident involvement in the selection of colours, materials and fixtures. Pool filters to be replaced early in the New Year. Tennis court bulb replacement to await outcome of energy audit. Safety Handrails to be fitted to steps to side of club and also leading out of the Park Room side door. Club House corridors painted by in-house team.
 - d. Gardening Services – Tree work, in accordance with Tree Programme and Policy now underway. Mowing for season finished, with leaves collected.
 - e. Bar – Refurbishment substantially complete. Christmas Party scheduled for 14th December. Christmas bar opening hours agreed and published. New Year's Eve Disco now secured.
 - f. Finance – Last Years Accounts closed with no issues. Current Year now being entered onto system and with no variances todate. Fee collection progressing satisfactorily.
 - g. General – Staff Christmas get together scheduled for Friday 20th December at 1 pm(all welcome). Insurance Assessment/survey took place Wednesday 11th December with positive feedback, consolidating our £4000 insurance cost saving this year. Improved security system to be completed by end of current week.
3. **Community Group Framework** - This was reconsidered and agreed as a basis for all User Groups. Consultation will now take place with User Groups, prior to implementation. **AB to liaise with DS** and arrange for this consultation.

4. **Booking of Park Room/Facilities for Religious/Political Groups and Charities.** – The booking of facilities for political and Religious Groups will not be allowed. Charity requests may be allowed. All Charity requests to be fully detailed and shared with Trustees. Trustees will consider each request on their merits. Requests for the Rotary Club and for an Oxfam event were agreed. **AB** to advise these groups of the decision. With regard to the Oxfam event, discussions will take place to see how DPML can assist in making the event a success, but the use of club facilities for printing etc. will not be allowed.
5. **Projects** – The list of projects agreed at the last meeting were considered with the following decisions/progress being reported:

Project	Action/Stage	Responsibility
Bar/Park Room Refurbishment	Bar improvement work substantially complete. Park Room refurbishment currently being discussed and details agreed. Implementation will be in January..	CH/DS
Energy Audit	Groundwork commissioned. Monitoring work currently being undertaken. More specific monitoring will follow. Results and report to be received and considered early in the New Year	ALL, AB to co-ordinate
Pool Filters	Discussions have taken place with Pool Care. Sand Filters to be replaced with Glass filters. This work will be commissioned in the New Year.	JG
Pool Pumps	Second pump leaking and probably needs to be replaced. Consider as part of efficiency works, once energy audit complete.	JG
Dehumidifiers	One of four out of action. Consider what needs doing, following energy audit and proposals that emerge.	JG
Solar Panels	On Hold and awaiting outcome from energy	Not assigned at this stage

	audit.	
Ultra Violet treatment to pool water	On hold, pending outcome of energy audit	JG
Loft Insulation	On hold, pending outcome of energy audit	JG
Shower Improvements	Agreed that this needs to be addressed asap, with an estimate of £5000 expenditure. Alternative styles of enclosure and fitments to be investigated. Report on options and costs to be brought to Trustee meeing in late January.	JG/AB
Park Room Usage and Planning of Events/Activities	Resident and User Group survey required to identify current and possible future usage. Following this revised programme of usage to be considered. Programme of consultation and timescale to be brought to next trustee meeting in January.	CB/DS
Further facilities for younger people	Focus Group required to help identify possible future provision for inclusion in budget for future years. Forms part of Youth Club proposals (see item elsewhere on Agenda)	CB/NH
Club House, External Patio Areas	Improvement an alternative designs to be considered for future implementation. Proposals to be considered and costed in early Spring	CH/JG

6. **Trustee Updates** – No specific updates, other than those considered as part of other items on the Agenda and within the Project list and responsibilities.
7. **Youth Club Proposal** – The work led by NH was welcomed. This included the “Framing Document” and feedback from the Listening group that included young people. Trustees agreed to this initiative progressing and **NH was**

authorised to finalise the proposal, prepare a programme of activity, including facility bookings and requirements. **This to be shared with trustees and if required, signed off at the next meeting. In moving this forward it is implicit that all the necessary Local Authority requirements and Police Checks are obtained/satisfied, before the Club operates.**

- 8. Speed Limits on the Park** – Further information supplied by David Dowker was considered. Trustees agreed that we would not progress to a full assessment but rather proceed as originally planned with the advisory “20’s Plenty” sign approach. **AB to liaise with David Bowker** of securing signs and implementation.
- 9. Village Plan** – A request has been received from those who are preparing a Village Plan for Cuddington and Sandiway to engage with Delamere Park residents. The request seeks to use Club facilities for this purpose and to engage residents. It was agreed that facilities could be used and DPML would assist in facilitating this engagement. **AB to notify relevant people and agree programme.**
- 10. Land Sale adjacent to Delamere Park** – A number of residents had enquired as to whether DPML would consider the purchase of agricultural land adjacent to the park, currently up for sale. This to protect the setting of Delamere Park. Trustees considered this matter and concluded that they would not pursue the matter any further.
- 11. Offer of Sports Equipment** – A new resident has offered an amount of sports equipment. This offer was appreciated and it was agreed that **CB/AB/NH** would take a look at what is being offered and secure such equipment that could be utilised by the various user groups on the Park or which may be of benefit to the developing Youth Club.
- 12. AOB** – The Gardening Club had written making suggestions about how Bonfire Night could be organised and funded. Trustees welcomed the suggestions made and agreed to consider them as part of planning for next year’s event. This relates to contributions by residents, rather than charging for admission to the event. **AB** to write to the Gardening Club and advise of the discussion and points made.
Consideration was also given to whether the Band was a User Group. Trustees decided that it was not and as such did not fall within the Community Group framework. **AB** to advise the band of this decision.

Next Meeting – This will take place on Thursday 29th January at 7 pm. Please book a room in the Resident’s Club or Lodge.