

Minutes of Trustee Meeting: 30th January, 2014

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

1. **Minutes of Meeting held on 11th December, 2013** – Agreed as a true record. Issue on the provision of advisory Speed Limits was still being pursued, **AB to progress.**
2. **Estate Manager's Report-**
 - a. Insurance Risk Assessment – 2 items to be addressed and completed by 15th February. **NH to interact with AB.**
 - b. Annual MacMillan Coffee Morning agreed as Charity Event. **AB to authorise**
 - c. Financial overview was positive with no significant variances. Fencing of play area to be deleted from project list.**(AB)**
 - d. Stock issues in bar- Reference of some lack of lines over Christmas period, **AB to discuss with Bar Manager.** Concern over latest Stock Take, discrepancies to be investigated and **AB to share with CB and DS once outcome known.**
3. **Health and Safety Issues** – NH was thanked for his work on H&S issues. NH outlined progress to date and need for refinement of policies and the implementation of improved procedures across arrange of areas, including training and the need for the proper assignment of responsibilities. **It was agreed that NH would further review policies and procedures and prepare a detailed Action Plan. This would set clear tasks for the Estate Manager and Office Team and indicate where any professional input was required. Action Plan to be prepared by 1st March, 2014.**
4. **Park Room Refurbishment** - Final proposals have now been prepared. These will be shared with residents and User Groups. **Implementation to be arranged by AB for completion mid-March.**
5. **Tree Issue on the Downs** – Following further advice from the Council and our Tree Specialist and taking into the views of local residents on this matter, the Trustees agreed that the tree should be taken down, remedial works undertaken, including replanting of appropriate species. **AB to prepare a notification letter for local residents and agree with JG prior to distribution and works being carried out.**
6. **Parking Issue at the Compound** – the Trustees were disappointed that this matter had not been resolved and asked **JG to discuss further with the Gardeners.**
7. **Youth Club** – NH reported that good progress was being made. Information was going out in the Newsletter, 9 volunteers had been identified and work was progressing on the formation of a Company to oversee the requirements for the DBS (Disclosure and Debarring Service). The Park Room has been

provisionally booked for 28th February for the first meeting. The Trustees expressed their thanks to NH and Forbes Simpson for organising this significant activity on the Park. **NH to progress matters as necessary.**

8. Project Overview:

Project	Action/Stage	Responsibility
Bar/Park Room Refurbishment	Bar improvement work complete. Park Room refurbishment currently being planned with final scheme to be shared with residents. Implementation planned for mid March	AB to complete consultation and arrange implementation. CH/DS to be involved as necessary
Energy Audit	Groundwork commissioned. Monitoring work currently being undertaken. More specific monitoring will follow. Results and report expected shortly and action plan will be prepared following this.	ALL, AB to co-ordinate
Pool Filters	Discussions have taken place with Pool Care and solution agreed. This to be implemented asap. But, will require some closure.	JG/AB
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 audit.	Not assigned at this stage
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	JG/AB

	to be addressed asap, with an estimate of £5000 expenditure. Alternative styles of enclosure and fitments to be investigated. Quotes now being sought and project will be considered further in March with implementation to follow.	
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. Links to the work on the Community Group Framework. Programme of consultation and timescale to be brought to next trustee meeting in March.	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 in early Spring	CH/JG

9. Communications – In view of various communication issues, it was agreed that letters and requests should all be channelled through the Office. They would be circulated to Trustees for information (many come in direct to Trustees via e mail system). An acknowledgement will be made by the Office and a timescale of 10 days notified to residents for a response (unless urgent). AB to liaise with Trustees as necessary for detailed response and

Trustees to furnish comments where necessary/appropriate. **AB to advise on this procedure in Park Talk and to change any internal working arrangements. AB to identify a “Confidential Post Box”, for sensitive information and dialogue between Estate Manager and Trustees by end February.**

10. **Trustee Updates** – There were none as matters discussed elsewhere on Agenda.
11. **Chair Responsibility-** **CB** will take over these responsibilities throughout February and interact with the Estate Manager as necessary.
12. **Recruitment of new Estate Manager** – The procedures outlined for the filling of the post were agreed and **CH with AB** will complete the Job Description, Person Specification and associated explanatory information. Initial communication will be made to residents and requests for interested persons to complete an application by 1st March.
13. **User Group Feedback and Community Group Framework** – Following comments made at the User Group meeting it was agreed that a full discussion on Bonfire Night will take place at the next Trustee meeting. **CH** to include on Agenda. A revision of the Resident’s Welcome Pack will be considered and **AB will discuss with DS**. Regarding the key issue in the Lodge, the Reception Staff will maintain a Signing in Register. It was reported that Kitchen cleaning was in hand and that the current daily checks would continue.
14. **AOB** – The matter of the Oxfam Fund Raising Group was raised and it was agreed that **AB** would alter wording in Park Talk.
15. **Date of next meeting** – This was agreed as **Thursday 27th March at 7pm**. Matters to be discussed would include the organisation of Bonfire Night and the Gala Day (along with all other business as appropriate).