

Minutes of Trustee Meeting: 10th July, 2014

Present: Chris Hardy (Chair), Carla Brown, Darren Shepherd, Neil Houghton, John Gilbody, Gary Newberry (Estate Manager)

1. **Minutes of Meeting held on 19th May** – They were agreed as a true record and any matters arising are considered as part of the agenda at this meeting.
2. **Estate Manager's Report** - A verbal report was presented by the new Estate Manager and the matters of significance were:
 - a. **Financials** – The Draft Accounts had been scrutinised and approved. The current Budget is on target. Regarding the current Budget, a number of items require recoding in order to give greater clarity to cost centres. **It was agreed that GN will work with the Accountants to reorganise cost centres where necessary. GN will identify likely over/under spends, identify all surplus and contingency sums and specify any project spend requirements for the coming year. Further, the current level of debt will be clearly identified in order to assist future financial planning.**
 - b. **Tennis, Squash Courts and Equipment Hire** - Work is required to improve or replace lighting in both areas. Where equipment is hired out, eg. Table Tennis table, then this must be signed for, just as Squash and tennis Players must sign in on the playing sheets. This is necessary to control usage and deal with issues should breakages occur. **GN to organise.**
 - c. **Stock Control** – This is regularly monitored and current results within tolerances. **GN will maintain an overview on performance and report regularly.**
 - d. **Gardening**- Regarding the recent Oak felled on the Village Green, some will be held back to facilitate possible carving for a subject of interest. This action will be held back and considered alongside future project spent after the OGM. **Future item for discussion (All).**
 - e. **Estate Manager's Report** - This will be a written report for all future meetings and GN will also circulate a short weekly update note. **GN to action.**
3. **OGM Arrangements** – This will take place on Thursday 18th September. 1st Notice will go out at the end of July, with the 2nd Notice being circulated around 15th August. **GN to check all procedures and final dates, CH to prepare The Chair's Report.**
4. **Development Issues** - Retrospective permission was given for the Solar Panels on Delamere Park Way East. The Flue at 17 The Burrows was further discussed and it was agreed that the resident be advised that an application was still required and that if this was not forthcoming then a note would be put against the property. Trustees were advised that a revised Planning

Application had been submitted for a new dwelling at 9 The Stiles. A full discussion took place on this and Trustees agreed unanimously to confirm their previous decision and refuse this request and object to the Planning Authority. **GN will notify all accordingly and work with CH to prepare letters of objection regarding the Planning Application for 9 The Stiles. The objection to this proposal is the same as set out when the previous application was submitted. GN will also consult with our solicitors regarding legal issues and Deed of Covenant.**

5. **Pest Control** – A request had been received from a resident asking that DPML get involved in the treatment of certain pests (Squirrels, Magpies and Wood Pigeons) on the Estate. **Trustees agreed that as this was part of the natural environment they would not take action. GN to notify the resident of this decision.**
6. **Park Room Usage** - The Trustees considered a further request from the Resources Committee of St Johns Church. **The Trustees restated their previous view and decision that, requests from specific religious or political groups or organisations, would not be allowed. GN to notify the relevant persons of this decision.**
7. **Project Update** – A full project Review will take place after the OGM and will also be included as part of the Chair's report at the OGM. Items for consideration will include:
 - a. Building Condition Survey
 - b. Shower and Changing Room Improvements
 - c. Improvement of External Patio Areas
 - d. Energy Improvement throughout, will particular focus on Pool equipment , need for alternative energy sources eg. solar.
8. **Gala Day** – Final arrangements were discussed and agreed and it was hoped that a great day would be held by all. Trustees wished to thank all who had helped plan the day and agreed to provide activities and events.
9. **World Cup Arrangements** – It was agreed that this had been a successful event and that for the finals over the weekend the bar should be open until well after the celebrations. Again the Trustees wished to than all who had made this event a success.
10. **Trustee Updates** - DS gave a review of the Community Groups and the proposal he had set out to move things forward for the future. This is a matter for further discussion and it was suggested that it may be appropriate for the full body of Trustees to meet twice yearly with all Community Groups as part of a Community Forum. The focus of these meetings to review the positive and negative aspects but more importantly to plan ahead and agree new actions to secure resident involvement and the success of Community Groups. It was further discussed that the establishment of a vibrant Social Committee was an essential need on the Park. **All to consider and review.**
11. **Staffing Matters**- A general discussion took place with GN identifying areas that need attention and actions he had already taken. It was agreed that any

new post must be authorised via the Estate Manager, salary structures and grades reconciled, full procedures for proper recruitment and selection set out and updated contracts of employment prepared. **GN to plan as part of his ongoing work programme.**

- 12. Next Meeting** – This will take place on 11th August at 7 pm. Meeting to be held in the Lodge (**Reception Staff to Book**). The focus of the meeting will be the OGM, The Budget and Resident's Contributions