

## **DELAMERE PARK MANAGEMENT LIMITED**

### **Draft Minutes of Ordinary Meeting of Plot Owners held at 1930 hrs on Thursday 18<sup>th</sup> September 2014**

Present: Chris Hardy (CH) (Chair of Trustees),  
Carla Brown (CB) (Trustee),  
John Gilbody (JB) (Trustee),

Also present: Gary J Newberry (Estates Manager),  
Philip Bentham (PB) (Accountant, Sawyer Quine),

Apologies for Absence: Darren Shepherd (DS) (Trustee),

#### **1. INTRODUCTION**

Chris Hardy welcomed plot owners to the meeting and introduced the top table. He outlined the agenda for the current meeting.

Chris Hardy asked if the minutes of the last OGM meeting held on 26<sup>th</sup> September 2013 were considered to be a true and accurate record of the meeting. Following a show of hands the minutes were taken as read.

#### **2. CHAIRPERSONS REPORT**

Plot holders had previously received a copy of the Chair's report. CH confirmed he was stepping down as a Trustee (Chair) having served in this role for 3 years and confirmed another Trustee, Neil Houghton had resigned the previous week. CH thanked his fellow Trustees and plot holders for their support during his period of tenure. In addition he thanked those groups and individuals who volunteered their time in supporting Park activities and events such as Gala day and Bonfire Night, and made a plea to keep volunteering, especially those who felt they could serve in the role of Trustee. CH also thanked Delamere Park employees for their hard work in support of the Park and plot holders.

CH outlined some of the achievements from the past year such as the completed refurbishment of the Bar and Park Room, with specific reference to the ongoing financial contributions being made as a consequence of efficiencies and savings on expenditure in such areas as insurance and building energy initiatives. As a consequence CH commended the continued savings made during the current financial year, and that Delamere Park Management Limited was well placed to address its current and future financial commitments.

There was reference to future projects and residents were directed to the details contained in the second notice. CH felt opportunity existed to finance such schemes from existing capital or consider prudential borrowing, providing a fair balance between existing plot owners and those becoming future property owners on the Park in funding projects such as building maintenance to the roof, improvements to the swimming pool facilities and future energy efficiency programmes.

CH outlined the sound financial position with regard to DPML funds, and that no increase on plot-holders contributions had been sought in the preceding year. To offset inflationary costs, and allow a margin for continued project work he commended plot-holder approval of the £10 increase in plot-holder contributions as set out in the second notice.

At the end of his report Chris Hardy said he would take any questions. Frank Stewart sought information on the previously approved Park bench project and installation of additional benches to be located around the Park. CH advised this was not on the proposed list of projects identified for 2014-15 but felt sure the Project could be revived and resubmitted to the Trustees for approval ( funds permitting)

Chris Hardy then stood down as a Trustee.

Carla Brown then temporarily chaired the meeting for the remaining Agenda items

### **3. BUDGET 2014-2015**

Carla Brown referred to the budget as set out in the second notice, including the £10 increase in resident's fees. and asked if there were any questions on the proposed budget. There were no questions.

CB then asked for a vote on the 2014-2015 budget - the budget was passed on a show of hands.

### **4. TRUSTEE NOMINATIONS**

Carla Brown confirmed there was one trustee nomination: Ian Sharp.

CB then asked for a vote on his appointment - this was passed on a show of hands.

Neil Houghton had previously resigned as a Trustee so there remained a Trustee vacancy. No further nominations were received and so a Trustee vacancy remains.

### **5. APOINTMENT OF AUDITORS**

Carla Brown then proposed that the trustees retain Sawyer Quine as auditors and approve their remuneration.

Passed with no objections.

### **6. FITZSIMMONS TROPHY**

Carla Brown spoke about the nominations that had been received for the trophy and that a large number of votes had been received.

The award went to Iris Lyon for her community involvement for many years in the ladies Club, Gardening Club and Community Group representative to the benefit of DP residents.

It is proposed to award the trophy each year and retain it in a new glass exhibition case to be located in the Clubhouse Reception. A commemorate book recording the names of those receiving the award will be available to read.

Carla Brown then declared the meeting closed.

**Gary J Newberry**

Estates Manager

19/09/14