



DELAMERE PARK MANAGEMENT LIMITED

Delamere Park Residents' Club
59 Delamere Parkway West
Cuddington, Northwich
Telephone 01606 212523
Registered in England No.
101362

Minutes of Ordinary General Meeting of Plot Holders 2019

Held on Thursday 26th September 2019, in the Park Room, Delamere Park Clubhouse

Draft Minutes of the Ordinary General Meeting of Plot Holders on Thursday September 26th 2019. (draft until ratified at OGM 2020)

Present

Mary Long - Chair of Trustees
Sheila Bowker - Trustee
Lyndon Taylor - Appointed Trustee
Rod Wilson - Appointed Trustee
John Bickley - Appointed Trustee
Phil Bentham - Accountant
Delamere Park Plot Holders

Staff

Marjorie Landells - Counting votes
Margaret Harrison - Counting and collecting votes
Lucy Secker - Minutes
Fiona Goulden - Collecting votes
Cathy Woodward - collecting votes

	<u>Speaker</u>
<ul style="list-style-type: none"> • Welcome to all Delamere Park Plot Holders. Health and safety. Fire exits and assembly points were explained at the start of the meeting. • Introduction of the Trustees, Phil Bentham and staff members. • Invitation to take to the microphone to make any comments or statements to the room at appointed points during the evening. • Explanation of the voting cards. 	<p>Mary Long (ML)</p> <p>ML</p> <p>ML</p>
<p>Agenda item 1. To Approve the minutes of the last Annual General Meeting of Plot Owners held on 13th September 2018.</p>	<p>ML</p>
<p>Results for vote on item 1: Votes For 140 Votes Against 6 Abstain 32</p>	<p>ML</p> <p>Counted by Marjorie Landells and Margaret Harrison</p>

	<u>Speaker</u>
<p>Agenda item 2. To Approve the minutes of the Special General Meeting of Plot Owners held on the 11th April 2019 regarding the Resolution about the trees.</p> <p>Results for vote on item 2: Votes For 115 Votes Against 10 Abstain 53</p>	<p>ML</p> <p>Counted by Marjorie Landells and Margaret Harrison</p>
<p>Agenda item 3. Chairperson’s Report followed by Q&A</p> <p>Chairperson’s report is attached for your information. NB attached</p> <p>Plot Owners present were invited to ask questions at this point.</p> <p>Person 1. These questions relate to the ICO part of the Chairperson’s report. What was the complaint they received? What did the ICO say? What has been done to make sure that issues do not reoccur?</p> <p>Response: Information about the complaint cannot be repeated or a breach of confidence will happen again, all that can be disclosed is that documentation was communicated by the office incorrectly to the plot owners. We have addressed this by implementing a procedure whereby communications are not issued without prior approval by the trustees. Yes there was a breach, but suitable actions have been taken to prevent repeat occurrence.</p> <p>Person 1. The DPML website also breaches information rules every time someone logs on, what will be done about this?</p> <p>Response: Now that this has been brought to our attention this will be looked into.</p> <p>Person 2. Why have so many employees left DPML this year, including office and reception staff?</p> <p>Response: We do not discuss personnel matters</p>	<p>ML</p> <p>Lyndon Taylor (LT)</p> <p>LT</p> <p>ML</p>
<p>Agenda item 4. To receive and vote on the motion for renewing or against renewing a lease for squirrels use of the lodge.</p> <p>Results for vote on item 4: Votes to not offer a lease 37 Votes to renegotiate a lease 130 Abstain 13</p> <p>The vote to renegotiate a lease for squirrels is carried</p>	<p>ML</p> <p>ML</p> <p>ML</p>

	<u>Speaker</u>
<p>Agenda item 5.</p> <p>To receive the Audited Accounts for the year ending 30th September 2018.</p>	ML
<p>Voting by a raise of hands. None against</p>	
<p>In relation to the appointment of an Estate Manager. The trustees propose to now run the Delamere Park without the aid of a paid EM.</p>	ML
<p>This will save DPML £25,000 over the year.</p>	
<p>Instead they have had an offer of help from Tony Landells and Frank Stewart. Tony has offered to research and project manage the new roof project and Frank (an ex trustee) has offered to oversee preventative maintenance for the interior and exterior of the club house.</p>	ML
<p>Both Tony and Frank will report to trustees before authorisation to carry out any work is given. The trustees in turn will make plot owners aware of all information before any major decisions are approved.</p>	ML
<p>The trustees are now asking for volunteers from plot owners who have skill sets that could help. "Ask not what DPML can do for you but what you can do for DPML. Please remember we all own Delamere Park and we are in this together."</p>	ML
<p>Communication is important and our website is poor – if anyone can help with this please speak to the trustees if you are happy to help out.</p>	ML
<p>Agenda item 6.</p> <p>To receive, and if approved, adopt the proposed Budget and agree the contributions for the forthcoming year to 30th September 2020.</p>	ML
<p>Plot Owners present were invited to ask questions at this point.</p>	
<p>A question was raised by one individual that they had not received a budget report and therefore could not vote. A hard copy was issued immediately by Lyndon Taylor.</p>	
<p>Update on finances, some plot fees last year were not recorded as paid, this was due to bookkeeping errors and the office staff not chasing up money properly. £6,000 has now been recovered as errors are resolved. A new system has now been put in place by the trustees and reception staff to improve matters.</p>	LT
<p>If you are selling your property please advise staff before the sale progresses so that we can help you adhere to all the bylaws of the park, this will make your selling proceed more smoothly</p>	LT

Speaker

Results for vote on item 6:

Votes For 157
Votes Against 5
Abstain 17

Agenda item 7.

To elect 3 Trustees/Directors

ML

Results for vote on item 7:

Votes for John Bickley 152
Votes for Lyndon Taylor 162
Votes for Rod Wilson 151

Agenda item 8.

To approve the Auditors and authorise the Trustees to agree their remuneration.

ML

Results for vote on item 8:

Votes For 173
Votes Against 9
Abstain 21

Agenda item 9.

To award the Fitzsimmons' Trophy to the person or persons who have made a significant contribution to community life on Delamere Park.

ML

The Fitzsimmons trophy is awarded (by numerous votes by plot owners) to the Bus committee. Namely John Goulden, Joan Hopkin and Janette Stockton.

We recognise how important the bus service is for all of those who need transport now or in the future. We will keep on pushing our needs with Cheshire West in the hope to extend the service for more days. This service is for all of us, can you do your part and use it or we could lose it.

John
Goulden

Thank you for appreciating our efforts

- Thank you all for attending and for your votes. Thank you to all the staff who have helped out today.

ML

Meeting closed at 19.50