

Minutes of Pre AGM /Trustee Meeting: Monday 10th August 2015

Present: John Gilbody (JG), Darren Shepherd (DS), Ian Sharp (IS) John Muir (JM) and Gary Newberry (GN /EM - Estate Manager).

Apologies: Carla Brown (CB)

Agenda items:

1. Pre AGM Meeting held by Trustees to discuss Agenda for DPML AGM to be held on 17th Sept 2015.

2. To review the Minutes / Action items of the last Annual Meeting of Plot Owners.

2.1 Action items reviewed as follows

* Changing Room Refurbishment is ongoing with options / plans produced, and needing further work before presenting to residents for consideration.

* 5 year Building Condition Survey completed and will be used as the basis for ongoing (routine) repairs & maintenance of the building.

* Energy Efficiency measures ongoing with full maintenance of boilers completed, and existing Gas Contract under review for renewal in December 2015.

* Improvement of external patio area put on hold pending review of Building Condition Survey, and monies available to fund improvement or treat as a future capital scheme

3 To develop the Chairperson's Report (Year Ending Sept 2015) and Project plans for the (2015/16) year ahead

3.1 Copy of last year's Chairpersons Report to be sent to JG for use as basis for the 2015/16 Report.

3.2 Project Plans for 2015/16:-

* Changing Room Refurbishment (ongoing)

* Energy Efficiency measures (ongoing)

4 To review the 2014/15 Budget (actual spend v outturn forecast) year end to 30th September 2015.

Review completed noting reduced Bar sales (budget) offset by reduced staffing costs and lower cost of stock due to change of Supplier.

Bottom line budget showing overall net income (profit) increasing from budget figure of £ 7,340 to projected outturn of £ 23,525

Overall, finances were sound and would increase the savings account by year end. On this basis, it was felt opportune to complete payment of the remaining Capital Loan (taken out with Barclays at the time of the Clubhouse fire in 2005/6) Further information on this to be sought from Bank

5 To consider the 2015/16 Budget forecast and need to maintain, increase or decrease Plot Holders fees.

The Trustees agreed, given the healthy state of the 2014/15 accounts and projected (increased) profit, the existing fees would remain for 2015/16

(i.e – Full rate annual Cont - £676
Payment in full before specified date - £ 592
Payment by SO - £ 650

6 Consider Trustee/Director elections (John Muir co-opted + re-election of 2 existing Directors)

Need to have relevant re-election forms provided to those Trustees seeking re-election (JM/CB/DS).

7. To approve Auditors & authorise the Trustees to agree the remuneration.

It was agreed the existing Auditors (Sawyer Quine & Co) be retained for a further 12 month period.

8 To consider any likely Resolutions (of which due notice must be given)

Only one resolution was available for consideration:-

8.1 – Change to By-law 2.3 (to include use of facilities by tenants) was discussed and it was agreed this (minor) change is agreed by the Trustees and incorporated into the By-laws to take immediate effect. On this basis it would not be put forward at the AGM.

8.2 – At this time there are no other resolutions for consideration at the AGM but the deadline for resident's submission remains the 24.09.15.

9. Consider nominations to award the Fitzsimmons' Trophy.

9.1 Deadline of 24th Aug provided in 1st letter to residents and now awaiting nominations.

10 Staff changes over year/forthcoming staff reviews/increase in salary bill / Pension provision.

10.1 Matters discussed and noted with financial provision made in 2015/16 Budget to reflect expected changes in Min Wage and staff (stakeholder) Pensions