

Minutes of Trustee Meeting: Thursday 18th April, 2013

Present: Chris Hardy (Chair), Carla Brown, Amy McKee, Darren Shepherd, Alan Baskerville.

1. **Minutes of meeting held on 9th January 2013** – accepted as a true record
2. **Matters Arising from Minutes** – Not discussed elsewhere on agenda :
 - **AB** to complete work on reflective material on bollards
 - **DS** to ask User Groups to consider donation of additional bench for green
3. **Estate Manager's Report:**
 - **Accounts-** now closed with reserves in line with original estimates (£40k), profit and loss shows a £2000 underspend and staff salaries a £3000, overspend due to planned redundancy costs.
 - **Project spend and progress is as follows:**
 - **Compound Changes £3000**, substantially complete
 - **Bar Enhancements £9500**, in planning stage, proposals to be published and shared with residents
 - **Lagoons £1500**, works completed, awaiting commissioning of pumps, additional planting and maintenance required
 - **Fencing to rear of Club £750**, completed
 - **Community Events £1000**, monies assigned to assist major events, particularly Gala Day/Party on the Park
 - **Solar Panels**, part of detailed feasibility study, see separate item
 - **Loft Insulation £1500**, to be commissioned
 - **Pool Pumps, £3000**, to be commissioned
 - **Pool Ultra Violet Light £4000**, under review
 - **Gardening Services-** Progress reported following the reduction in the team and plans discussed for bringing in additional help to deal with peaks of work during the summer months, particularly to deal with grass cutting. **AB** to implement as appropriate.
 - **Bar** – New manager (Debbie) has settled into her role and new events planned. Wine supplier changed, giving greater variety. Prices to be reviewed. **AB/Debbie**
4. **Solar Panels:** Three Quotes have now been received and detailed analysis is underway on two of these. Costs are in the region of £40,000 - £44,000. The two selected possible suppliers will now be scrutinised further with references being taken up and currently completed projects assessed. Following this Trustees will meet to select preferred supplier, before proceeding to survey stage and a full Resident's meeting. **CH and AB** to undertake further

assessment of Quotes and suppliers and present proposal to Trustees.
Special meeting required.

5. **Bar Refurbishment:** Following the interaction with residents, a whole series of possible improvements have been identified, and where possible costed. A preferred solution is emerging. This includes not only the improvement to the Bar areas, but also improvement to the Park Room and to the outdoor spaces outside the bar and Park Room. Plans are now to be drawn up, with colour schemes etc. These proposals will then be shared with residents, prior to implementation. Due to the extent of improvements proposed, it is likely that a number of phases may be necessary, spread over a number of years. The agreed priority is, however, the Bars and Park Room. **AB to draw up plans and list of improvements for sharing with residents. Meeting to be planned for May. Special communication required to go out to residents.**
6. **Gala Day/Party on the Park:** The original help for this is no longer available. Trustees agree that this is an important community event and as such will be seeking to organised a Party on the Park event in July. Dates to be identified (13th July provisional), along with musical entertainers and related activities. Once agreed, date to be communicated to residents. **AB to discuss with Bar Manager.**
7. **User Groups: DS** to remain as Trustee Link and to discuss with User Groups/Community Groups activities and events that can be supported/promoted and how we can work more effectively together.
8. **Use of Park Room:** The intention is to maximise the use of the Park Room and to promote a variety of events and activities. The agreed Community Group Framework will be used to monitor and control usage and number of events, to ensure all provide access to activities for Delamere Park residents at the agreed level. Where fees are charged and non-residents attend, then an additional charge will be made to cover running costs of the facilities. **AB to implement this policy.**
9. **Use of Tennis Courts:** Two issues were discussed. The first related to a proposal for coaching sessions to be offered. Trustees agreed this in principle, provided the use followed the Community Group framework, including ratio of residents to non-residents and supplementary charge of £1, for non-residents (where charges are made for attendance). **AB to notify the proposer of the coaching.** The second issue related to the use of the courts by a team and whether this team was properly constituted. It was agreed that no block booking of the courts be allowed, until the team issue had been investigated. **AB to implement and to notify interested residents about this decision.**
10. **Trustee Updates:** There were no further Trustee updates, with all matters being discussed under the agenda items, as minuted.
11. **Responding to Residents:** The current policy was reaffirmed, that the **Estate Manager (AB)**, would respond to residents/others who had communicated with both himself and Trustees. Where necessary and

appropriate, the Estate Manager would consult with Trustees, before issuing a full response. In all cases an acknowledgement to be sent to residents.

- 12. Communications:** In view of the significance of matters discussed, it was agreed that a Resident's Communication Note would be produced to specifically update all on the projects connected with Solar Panels, Club House Improvements and the Party on the Park Event. This would identify dates for residents to meet with Trustees to discuss and agree the projects.
CH/AB to draft, following completion of further project work.

A further discussion took place on Dog Fouling and Trustees are grateful to Residents who are identifying such incidents. Incidents will be referred to the Council and trustees will continue communications with residents to seek to eradicate dog fouling on the Park.

The meeting closed at 9.30 pm.

The date of the Next meeting is Thursday 11th July

Note: a special meeting will be held to agree the way forward on Solar Panels and Trustees will attend meetings with residents, when the Club House improvements are presented along with the proposal on Solar Panels.