

Minutes of Trustee Meeting: 16th October, 2013

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

1. **Election of Chair** – Chris Hardy was elected as Chair for the year.
2. **Minutes of meeting held on 5th September** – Agreed as a true record. Any matters arising are covered as items elsewhere on the agenda and recorded in the minutes accordingly.
3. **Estate Manager' Report** –
 - a. Building requests – a number of requests were considered and residents will be informed of decision as appropriate **(AB)**.
 - b. Finance – There are no significant financial issues at this time. Accounts for the year are currently being closed. Spend on the Bar Refurbishment to date is £7300, and the refurbishment works have been well received. Savings on a new Insurance Agreement are £4000.
 - c. Facilities – A number of issues with the pool filters and pumps have been identified, as well as the poor state of the shower areas. These matters to be considered as projects (see item elsewhere on the agenda). Upgrading of the CCTV Cameras has been delayed due to issues with access to the roof spaces in the Lodge and Squirrels. **JG** to advise Administrative Staff and Squirrels Organisers of the issues and planned action.
 - d. Gardeners – all working well and compound has been reorganised with new concrete bays.
 - e. Bar - Continues to be well supported. Christmas party planned for 14th December Details being prepared for publicising.
 - f. Staffing – Minimum wage increases approved for reception staff and cleaning team. Wage rates for other staff were considered as part of changes during the year, with no further movement proposed at this stage.
 - g. Bonfire Night – all in hand (see item elsewhere).
4. **OGM** – There were no issues arising from the OGM and the general arrangements for timing/date were considered appropriate. Agreed that an item would go into the Newsletter to ask if any residents would like to be Trustees, rather than wait for the OGM to put their names forward. **CH** to prepare item.

5. **Trustee Responsibilities** – Responsibilities were assigned as set out below. Each Trustee to engage with the work area and appropriate staff. Reference was made to the Trustee Job Description and the role expected to be played by Trustees. All agreed with this approach.

Area of Responsibility	Trustee Name
Finance	Carla Brown
Bar	Darren Shepherd Chris Hardy
Amenity Lands	John Gilbody
Health and Safety	Neil Houghton
Staff	Chris Hardy
Staff Appeals Process	Trustees (as appropriate)
DPML Facilities	John Gilbody
Planning and Building	Carla Brown Darren Shepherd
Community Groups	Darren Shepherd
Communications	Chris Hardy

6. **Projects for the year** - Reference was made to the report presented at the OGM and to current and future projects. The following projects were agreed, with responsibility for Trustee involvement, working alongside the Estate Manager, assigned.

Project	Action/Stage	Responsibility
Bar/Park Room Refurbishment	Complete Bar improvements, including new furniture. Bring together sub group, including residents to agree colour scheme for Park Room and implement asap.	CH/DS
Energy Audit	Commission Groundwork to undertake monitoring of usage and recommend action plan for improvements. Following this, agree priorities and implement, subject to funding and resident agreement (where deemed necessary).	AB to commission, all Trustees to engage, once action plan has been proposed.

Pool Filters	Sand needs replacing. Alternatives to be investigated and implemented, unless it impacts on likely outcomes from Energy Audit	JG
Pool Pumps	Second pump leaking and probably needs to be replaced. Consider as part of efficiency works, once energy audit complete.	JG
Dehumidifiers	One of four out of action. Consider what needs doing, following energy audit and proposals that emerge.	JG
Solar Panels	On Hold and awaiting outcome from energy audit.	Not assigned at this stage
Ultra Violet treatment to pool water	On hold, pending outcome of energy audit	JG
Loft Insulation	On hold, pending outcome of energy audit	JG
Shower Improvements	Agreed that this needs to be addressed asap, with an estimate of £5000 expenditure. Alternative styles of enclosure and fitments to be investigated	JG
Park Room Usage and Planning of Events/Activities	Resident and User Group survey required to identify current and possible future usage. Following this revised programme of usage to be considered	CB/DS
Further facilities for younger people	Focus Group required to help identify possible future provision for inclusion in budget for future years	CB/NH
Club House, External Patio Areas	Improvement an alternative designs to be considered for future implementation.	CH/JG

7. **Energy Efficiency Audit** – It was agreed that Groundwork Environmental Services (Cheshire) Ltd., be commissioned to carryout the Audit and advise on improvements/projects. Groundwork would also work alongside Trustees to help procure any necessary works. Cost of commissioning the audit, included in budget. **AB** to organise.
8. **Bar and Park Room Refurbishment.**- This was progressing well, with most of the bar works now complete. Some furniture still required. New Wine Cooler now installed and some internal bar works needed. Park Room improvement to be implemented asap, with new curtains, decoration throughout and sound enhancement. **CH/DS/AB** to bring small focus group together and progress. Implementation required in November.
9. **Bonfire Night** – Bonfire and Fireworks organised with responsibilities assigned. Consideration given to provision of food (hot dogs) and assistance being sought for this. **CB/AB** seeking to identify providers. Bucket collectors also required and various contacts being made to sort this out. **ALL**
10. **Children's Christmas Party** – This was planned for 15th December. **CB** leading on this and sorting out entertainment etc.
11. **Youth Club Proposal** – A resident had volunteered to help establish a Youth Club evening on the Park. Trustees were happy to consider such provision, provided all requirements were met for safety and operation. This would require liaison with the Local Authority. **NH** to progress with meeting of interested parties and liaison with Council. Proposal, to be referred back to Trustees.
12. **Trustee Updates** - DS reported on feedback from User Group meeting and issues raised. **DS** to maintain liaison and a number of matter have been addressed or are being addressed through projects and ongoing work eg. Bonfire Night, Shower Areas.
13. **AOB** - A Staffing issue was raised and this will be addressed by **CH/AB** in accordance with appropriate personnel procedures. Following a survey relating to installation of CCTV Equipment in the Lodge/Squirrels, an issue had arisen regarding the presence of materials that required remedial action. **JG/AB** to investigate further and advise on appropriate action to deal with materials. Early Morning swimming and children access – clarification needed on policy **AB** to advise.
14. **Date of next meeting** – This will take place on **Wednesday 11th December at 7.30 pm**. Venue to be notified but Park Room or Lodge to be booked. **AB**.

Chris Hardy on behalf of Trustees

19th October, 2013.

