

Minutes of Trustee Meeting: 19th May, 2014

Present: Chris Hardy (Chair), Carla Brown, Darren Shepherd, Neil Houghton, Alan Baskerville (Estate Manager)

Also in Attendance: Gary Newberry (New Estate Manager)

Apologies: John Gilbody

1. Minutes of Meeting held on 26th March – Minutes agreed as a true record. No matters arose that are not considered elsewhere on this agenda.

2. Estate Manager's Report - The Estate Manager presented his report which included:

- Building Requests
- Financials
- Facilities
- Gardening Services
- General-Security, Insurance, Health and Safety
- Future Events

There were no new requests for building works and it was noted that the Planning Application for the new property at 9 The Stiles had been withdrawn. It was agreed that a further letter be sent to the owner of 17 The Burrows regarding the need for permission for the flue pipe. **(AB)**

The Draft Accounts are now available and show that the balance is in credit. The Budget was also considered and it was noted that there are no significant variances. However, some concern was expressed about bar performance. It was noted that there were fewer events and as such the bar budget needs to be checked more fully. **It was agreed that GN would take a closer look at the bar, its performance and related activities.**

With regard to the use of the Training Fob in the bar, this is to be only use for training sessions. In addition a weekly report is to be generated to show any spend against this fob. **(AB)**

It was agreed, that for future meetings The Estate Manager's Report would be available as a public document. Any personal issues, or private matters, to be referred to separately. (GN)

3. Projects Update:

Project	Action/Stage	Responsibility
Bar/Park Room	Bar improvement work complete. Park Room	AB to discuss items for

Refurbishment	refurbishment currently being implemented, with curtains, acoustic panels shortly to be installed. Work to lighting to follow	completion with GN
Energy Audit	Groundwork commissioned. Monitoring work complete. Report received. Trustees require further analysis across all areas of the facilities before a prioritised action plan can be considered.	GN to consider position in light of this report and previous work and advise Trustees on action plan/priorities.
Building Condition Survey	Report to be prepared by October to inform budget allocations.	GN/JG
Pool Pumps	Pumps currently working. Any further work/modification to be advised by Energy Audit	GN/JG
Dehumidifiers	Taken in as part of Energy audit	GN/JG
Solar Panels	On Hold and awaiting outcome from energy audit.	Not assigned at this stage
Ultra Violet treatment to	On hold, pending	GN/JG

pool water	outcome of energy audit	
Loft Insulation	On hold, pending outcome Building Survey	GN/JG
Shower Improvements	Project needs to be scoped, design agreed and estimates sought. Implementation in Autumn	GN/JG
Park Room Usage and Planning of Events/Activities	Since implementation of Youth Club proposal this work has been put on hold. CB and DS will monitor.	CB/DS
Further facilities for younger people	To be kept under review	CB/NH
Club House, External Patio Areas	Improvement and alternative designs to be considered in the future.	CH/JG/GN
Review of Door Entry	To be reviewed and to include access to bar and patio area.	GN/CH/DS

4. **Forthcoming Events** - Gala Day will take place on Saturday July 12th. The activities discussed to be confirmed and publicity to be undertaken, including posters, flyer to each household and item in Park Talk. **AB/GN**
5. **H&S Update** - Reference was made back to the Estate Manager's Report, where it was noted that all items raised by insurers had now been implemented or were scheduled for completion. NH gave an update and recommended an Annual Audit, with appropriate Risk Assessments. Manual Handling Instructions have been prepared and will be shared with staff. **NH will meet with GN to review the H&S requirements and monitoring arrangements.**
6. **Use of Bar/Age Restrictions** – Discussion took place on how the bar usage could be more family friendly and also on how we might increase income. **It was agreed, for a trial period of 3 months, that High School aged children 11+, would be allowed in the bar on Friday and Saturday**

evenings, after 9 pm, if accompanied by a parent or guardian. Children must be seated with their parents. Bar staff to be advised of this trial and a suitable notice to be placed on the access to the bar and inside the bar. **AB/GN to implement.**

7. **Community Groups** - Trustees discussed how the Community Groups were working and how interactions could be improved and a new approach developed. **DS to present a proposal to the Community Groups and report back to Trustees on a future approach to better engagement and organisation of Community Groups.**
8. **Arrangements for Ordinary General Meeting of Plot Holders** - This will take place on Thursday 18th September. 1st Notice will go out at the end of July, with the second Notice around 15th August.
9. **Trustee Updates** – CH advised that, having completed some 5 years as a Trustee and with his re election coming up at the OGM, that he would not be seeking re-election. It was agreed that a suitable notification be placed in Park Talk. **CH to prepare.**
10. **Communications** - It was agreed that, in addition to those communications referred to elsewhere in the Minutes, that Park Talk would include the following items under Trustee Update:
 - Alan – Goodbye
 - Gary – Welcome Profile
 - Notification of OGM
 - Chris Hardy's notice to retire
 - Gala Day
 - Resident request for e-mail contact (this to also be done by a separate flyer **AB/GN**)
11. **Date and times of next meetings:**
 - **Thursday 10th July at 7pm**
 - **Monday 11th August at 7pm**
 - **Thursday 18th September OGM**