

Minutes of Trustee Meeting: Monday 11th August

Present: Chris Hardy (Chair), Carla Brown, Darren Shepherd, John Gilbody, Gary Newberry (Estate Manager).

Apologies: Neil Houghton

1. **Minutes of Meeting held on 10th July** – they were agreed as a true record and there were no matters arising that are not considered elsewhere on the Agenda.
2. **Estate Managers Report-** This focussed on the Accounts, Budget and Projects. Background information was provided to aid Trustees in their discussion on the future budget and Plot Holder's Contributions. All relevant information was noted. Additional matters included:
 - **Bar Stock Control** – Under regular review with no significant issues. **GN to monitor on an ongoing basis.**
 - **Gala Day** – A review will be undertaken to add value to future events. **GN to progress.**
 - **Equipment/Facility booking eg. Tennis and Squash** – Users must sign in to assist in identifying who has used facilities and for what period. **GN to ensure reception staff monitor such.**
 - **Staffing Matters** – A number of matters were discussed and they will be **advanced by GN, as agreed.**
3. **2012/2013 Accounts** - Trustees had received copies as a background to future financial planning. The positive outcome and full audit of these accounts was noted with satisfaction.
4. **Current Budget** – This showed the current performance against expected year end results. Any variances were discussed and it was noted with satisfaction that generally spend was on target and the projected surplus would be achieved.
5. **Proposed Budget/Projects and Plot Holder Contributions** - Trustees considered the expected year end position, together with the accumulated surplus of funds, allowing also for a prudent Contingency Fund, and agreed that a range of projects within the Project List could be progressed. **Within these, priority will be given to:**
 - **Energy Efficiency Programme**
 - **Shower Refurbishment**
 - **Building Condition Survey. (Associated Repairs)**

Other projects, including: Patio Extension, Oak Carvings, Retaining Walls, Access Review and Squash alternative use reports, will be programmed across the next two financial years.

As the programme progresses, consideration will be given as to whether projects will be funded from Revenue or Capital, possibly including prudential borrowing to pay for capital expenditure.

It was agreed that the current loan would not be paid off at this stage but carried through until 2018 when it will be fully paid off.

Regarding Plot Holder Contribution, the Trustees agreed that it would be sensible to request a small increase at a level of £10 per Plot Holder. This is an amount below the level of inflation. This level of increase is modest but helps keep pace with increasing prices, underpins the budget for next year and facilitates a rolling programme of projects. .

In the context of this discussion, CH and GN will prepare the Chair's Report for the OGM and explain the budget proposals in more detail.

6. Date of next meeting – This was agreed as Monday 22nd September at 7pm.

As it will be the 1st meeting after the OGM the following matters should be included on the Agenda:

- Welcome and introductions (assuming that a new Trustee is appointed)
- Appointment of Chair
- Minutes of last meeting and matters arising
- Review of OGM and any matters arising
- Assignment of Trustee responsibilities (see minutes of meeting held on 16th October 2013)
- Estate Manager's Report
- Projects for the year – programme and costs/funding
- Arrangements for Bonfire Night and date for Children's Christmas Party
- Communications and notifications to residents/Park Talk etc.
- Date of next meeting and business to be conducted.