

Minutes of Trustee Meeting: Monday 22nd September 2014

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

Apologies: none

Agenda items:

- 1. Election of Chair** – John Gilbody was elected Chair (proposed by Darren Shepherd and seconded by Carla Brown).
- 2. Allocation of Trustee Responsibilities** – see table below:

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

- 3. Trustee Vacancy.** – It was decided the existing Trustee body would operate with 4 Trustees, whilst reviewing the position for 1 further co-opted Trustees. To be reviewed in New Year 2015. *Action Trustees*
- 4. Minutes of OGM Meeting held on 18th September 2014** – A draft copy of the minutes had been circulated, but IS missed out. It was agreed to send IS a copy and if agreed, to then circulate a final version for all Trustees approval. *Action GN*
- 5. Minutes of Trustee Meeting held on 11th August** – these were agreed as a true record and there were no matters arising that are not considered elsewhere on the Agenda.
- 6. Estate Managers Report**

ESTATE MANAGERS REPORT 22.09. 2014

Residents Change to Property Applications

Discussed under Item 8 (Planning Permission)

Budgets

2013/14 (10 month spend) in line with "bottom line" :

Overall Net Profit / (loss)	Expected outturn	- £ 8,765
	Agreed Budget	- £ 7,009
	Increase	- £ 1,756

Figures as provided by DPML Auditors Sawyer Quine

Chase now on for 2013/14 outstanding plot-holders contributions and preparing with Auditors for final Year End returns and accounts to be produced.

Bar

Bar Tills problem sorted – both Till cables found to be faulty / replaced 09.09.10 with till's now back in action. (Part) Stock Audit print out taken on 10.09.14 to assist Full year end Stock Audit planned for 01.10.14. Identified shortfall at £753.37 (1.09.14) as per Bramhalls Stock Audit.

PDQ card terminal - replacement with a new model 07.09.14 and problem resolved.

Broken power glass washer – problem resolved / blocked drainage pipe / pipe re-configured to improve drainage outlet and hopefully avoid similar problem in future.

Promotional Ideas – a number of bar promotional suggestions submitted to Darren for consideration & agreement, including Ryder Cup / Xmas Party / weekday

Current problem with Bar Wi-Fi – passed to Fran to resolve. **Action GN**

Review of Gala Day

<i>Went Well</i>	<i>Could have gone better</i>	<i>Comments</i>
	Weather	Hold event earlier in year
Disco Mike / Elvis / Group	Park Singers	Consider PS contribution
Bouncy Castles	Hog Roast	Lack of bodies
5 aside/Tug o war	Lack of Numbers	Weather influenced numbers
Community stalls		Well received / supported
Beer tent		Weather influenced numbers
	Reduced numbers in bar	Lack of Promotion

Staff Issues

Grievance hearing held with staff employee over parking. Outcome drafted but still needs to be issued. **Action GN**

Reception staff complaints – Meetings being held with individual staff employees to check wages (6 completed to date with no problem identified)

1st Bar Employee (leaver) – Final pay / hols owing sorted for payment in Sept Payflow

2nd Bar Employee (leaver) - Still awaiting formal letter of resignation. Will issue DPML letter as alternative confirming their resignation. **Action GN**

Training & Development

Defibulator Training required for staff

Pool rescue & 1st Aid refresher to staff

Sage training for office staff to be organised with SQ

OGM (18.09.14)

OGM held as planned with no upsets

Fitzsimmons prize awarded to Iris Lyon, with new cabinet to be made and cup displayed in Reception.

Barclays Bank

Sawyer Quine received confirmation from Barclays mandate change approved and have necessary forms and passwords for submission of Sept Payflow.

Barclays confirm issue of new Bank Card now resolved, requires EM to chase.

Building Structure & Condition Survey

X 2 Reports on clubhouse Roof and The Downs retaining wall received and to be actioned. **Action GN to discuss with JG**

Park Structures

Leaking water from supply to lagoons – excavation identified damage to feeder pipe which requires repair (in hand with PoolCare) Parts ordered by PoolCare - repair planned w/c 22.09.14

R&M

Pool will be out of use during w/c 29.09.14 for 2 days as boilers services & pipe-work valves inserted.

Tennis Court flood lights planned for 26.09.14 with replacement of bulbs & x1 head in readiness for Winter use.

Shower cubicles. – repaired with curtains being replaced & cleaned

Insurance

Renewal date due 30th Sept 2014 with two Insurance Brokers having submitted () terms:

Club Insure / QBE (existing insurers) £ 6500 pa

Waltons / Aviva £ 5500 pa.

Decision to be made after confirmation of comparable terms.

Action GN

Resident's complaints

- 1) BAR
Continued complaint from plot-holder regarding previous loyalty card promotion - actioned by GN.
- 2) email from plot-holder regarding boundary wall issue & rodents complaints. - outstanding
Action GN
- 3) Continued complaint from plot-holder ref damage to lawn turf - completed but plot-holder has made further complaint about the standard of remedial work - EM inspected work, and agreed to turf small section

**** End of Estate Managers Report**

7 Budget (2014-15) and Plot Holders Contributions.

Separate spreadsheet available from Auditors (Sawyer Quine) identifying cost centre details up to end of July 2014 and confirming year end budget still on target. (note – Spreadsheet circulated to Trustees prior to meeting)

Following OGM Meeting on the 18.09.14 it was approved for Plot-holders contributions to be increased for 2014-15 by £10 as follows:

	(2013/14)	(2014/15)
Full rate Annual Contribution	£666	£676
Payment in full or before the specified date	£582	£592
Payment by Standing Order	£640	£650

On this basis, a letter similar to that issued to all plot-holders on the 27th Sept 2013 advising them of the Annual Contributions should be re-issued with the agreed 2014-15 contributions.

This will be done within the next few days, with all letters issued no later than 1st October 2014 and a date of the 21st October 2014 given as the specified date /deadline for payment in full.

Action GN

8 Planning permission & DPML Role

Discussion took place at length over the need for Trustees to be better informed over any variations in those areas of the Park affected by Permitted Development Rights (PDR's), there withdrawal or otherwise.

This followed feedback from a plot- holder following conversations with Planning Officers from Cheshire West & Chester Council CW&CC) regarding property improvements at the 11 The Burrows and confirmation that PDR had not been withdrawn in this particular road, and verbal confirmation by CW&CC that the works could proceed without the need for planning consent by sought by the owner.

It was believed by Trustees this in no way removed the covenant existing in the Property Title Deeds for property owners to first seek the permission of DPML before proceeding with any improvement works.

The Trustees sought further information on:

- Information supplied by CW&CC in respect of DP withdrawal of PDR
- Confirmation from DPML Solicitors on their understanding of the latest developments in respect of PDR applying to some parts of the estate
- Sanctions available to DPML in the event the covenants were ignored
- Advice on next steps.

Action GN

8.1 No 11The Burrows application NOT TO BE APPROVED until such time as further information on PDR and covenants are clarified. The current deadline for objections is 26.09.14 and any objector's letters to be advised of the Trustees decision in this respect. Also, after this date the property owner to be advised of the number of objections received, and further advised their application will NOT TO BE APPROVED at this time until the Trustees receive clarification on a number of legal aspects.

8.2 No 2 The Spinney - Approved.

8.3 Others as detailed below:

MR & Mrs A Raine 12 DPWE	Solar Panels	Discussed & approved at previous Trustee meeting Resident Notified 15.09.14 NO FURTHER ACTION NECESSARY
John & Kim Pye 14 DPWE	Solar Panels	Discussed & approved at previous Trustee meeting Resident Notified 09.06/11 NO FURTHER ACTION NECESSARY
Mr & Mrs D Hulse 17 The Burrows	Stainless Steel chimney	Agreed to place "marker" on new database. Informed unapproved - letter sent 12.09.14 NO FURTHER ACTION NECESSARY AT THIS TIME
Phillip Townson 1 Ousel Nest	Landscaping / change of boundary type	Discussed & approved at previous Trustee meeting Resident Notified 18.07.14 NO FURTHER ACTION NECESSARY
Mr & Mrs J Goulden 3 Orchard Dene	Erection of a shed	Discussed & approved at previous Trustee meeting Resident Notified 21.07.14 NO FURTHER ACTION NECESSARY
Mr & Mrs M Korch 9 The Stiles	Proposal to construct a new property within existing garden	Discussed and NOT supported at previous Trustee meeting Resident Notified but awaiting outcome of Planning Permission. pending with CW&CC NO FURTHER ACTION AT THIS STAGE UNTIL CW&C DECISION KNOWN.
Mr & Mrs Gresty 10 The Spinney	Changes to boundary fence & frontage to create extra parking space	Agreed to Proposal 19.09.14. RESIDENT TO BE NOTIFIED

John & Karen Bloodworth 2 The Spinney	Existing conservatory replacement	Approved at Trustee meeting 22.09.14 RESIDENT TO BE NOTIFIED
Mr & Mrs A Long 5 Foxes Hey	Change existing conservatory roof	Agreed to Proposal 12.09.14. RESIDENT TO BE NOTIFIED
J.Howarth 15 Denehurst Parkway	Request for retrospective approval of change to roof	Agreed to Proposal 16.09.14. RESIDENT TO BE NOTIFIED
Miss I Nicholson 30 Denehurst Parkway	Replacement of fascias, gutters, down pipes, dry verges. Replacement of balcony frame.	Still within consultation period 30.09.14
Mr & Mrs E Wilton 32 Denehurst Parkway	Replacement of fascias, gutters, down pipes, dry verges.	Still within consultation period 30.09.14
David Fitzsimmons 40 Delamere Parkway West	Proposal to make alterations & construct a single storey extension to the rear of the property	Still within consultation period 03.10.14
Mr & Mrs Hilditch 4 The Cobbles	Replacement of fascias, gutters, down pipes, dry verges.	Still within consultation period 06.10.14
Mr & Mrs Houghton 11 The Burrows	Replacement of existing conservatory with new single story extension	Trustees discussed 22.09.14 and agreed NOT TO APPROVE at this time pending further information. Letters to be sent to objectors & Plot-holder advising of delay.

9 Projects for 2014-15. Detailed listing of Projects together with budget costs and programmed schedule of works to be developed and made available to JG before next Trustee meeting in Nov 2014. **Action GN.**

10 Staffing Issues.

- 10.1 Impending changes to staff in receipt of minimum levels of pay (Minimum Wage) from 1st October 2014. Trustee agreed to advise affected staff of change by letter. **Action GN.**
- 10.2 Trustees to be provided with full list of staff salaries and hourly rates of pay to determine pay increase for other staff. **Action GN.**
- 10.3 Continue work on review of existing Contracts of Employment, Job Descriptions and person Specifications. Continue with staff consultation as necessary. **Action GN.**

11 Bonfire Night (8th November 2014)

Support organisers in respect of Insurance, Water Bowser, Skip.
Also, provision of sausages from DS to organisers (TL) subject to "Plenty of Wages" Organisers will then arrange food on the night.

12 Christmas Party – Organised by Bar Manager.

To be held on Friday 12th December as unfortunately, the Saturdays are booked up and nobody is able to reschedule.

The entertainment is Kurt Davies, as he is always a hit and a sit down 3 course meal prepared and served by the usual caterers, D&L Solutions.

Tickets will be strictly limited to 60 and on sale for £20, available from reception.

BM has designed a poster and will have them printed off.

13 Children's Christmas Party – to be organised by Carla Brown

Date and arrangements to be confirmed over coming weeks by CB

14 New Year's Party - Organised by Bar Manager

Arrangements being made with Disco in place (9pm – 01.00am)

15 Bar Events - Organised by Bar Manager

Monday: Buy 2 x 250ml wine and receive the rest of the bottle free

Tuesday: Plot/Receipt draws

Wednesday: Quiz

Thursday: Curry & Pint night

Friday: All draught £2.30 from 6-8pm

Saturday: Double up on spirits for £1 extra

Sunday: Bottled wine sold at off sale price from 6pm onwards

The trustees wished to ensure proper control and therefore sought early feedback on the numbers/value of each promotion, to allow an informed decision on whether they should continue in the long term or be ceased.

16 Booking of Park Room (18/21 Events)

Discussion centred on the RULES FOR THE HIRE OF THE PARK ROOM FOR 18TH /21ST BIRTHDAY EVENTS and in particular Rule 6 and the stated need for Security door staff.

It was agreed to reword the existing rule to reflect “responsible persons” which could read (e.g - *“ The Hirer will be required to nominate two [2] adult responsible people who will be in attendance throughout the event with clear responsibility to ensure the proper behaviour and conduct of all guests attending the function. The two responsible people should be available within the Clubhouse, from the commencement of the function, until all guests have left the building. Alternately, the Hirer, at their own cost may arrange for Security Staff to be available, but these should be agreed with the Bar Manager beforehand.”*

Action GN

17 Booking of Swimming Pool (DP Adult Swimming Club) Request received from Mrs Lynne Shelly seeking Trustee Agreement to book the pool for exclusive use by the Adult Swimming Club for the period 1st January 2015 to 2nd December 2015 (between the hrs 8pm to 9pm) - **APPROVED**

Action GN

18 Delamere Park 39-45 Club. The 39-45 Club had written to the Trustees seeking a waiver on the current charge of £25 for use of the Lodge. The Trustees decided to

take this matter under consideration, but at this time confirmed the charge should stand.

Action GN

19 Youth Club. The clubs requested use of the Park Room was considered and the regular “bumping” of dates with the room given over to more profitable bookings was discussed at length.

It was agreed to support the Youth Clubs preferential use of the Lodge and determine what if any other bookings conflicted in an effort to retain a clear booking schedule for the Youth Club.

It was likely this will conflict with the Band practice, but in the event, a change of venue or date should be considered for the Band.

Action GN

20 Camper Van. Letter of complaint received regarding the continued parking of a Camper Van in the driveway of a property. Respond to letter and send draft to Darren / Carla who have knowledge of situation.

Action GN

21 Communication. Nothing to report.

22 Trustee Updates. User Groups are fine, with no action required by Trustees at this time.

23 AOB

23.1 Non residents using Pool. – Concern expressed by users that non residents were using the pool facility - check to be made over next few weeks as to what is happening.

Action GN

23.2 Hedge Cutting Complaints – Review use of existing Contractor

Action GN

23.3 Bar Issues:

* **security** – concern expressed over locking-up procedure / duty of care with young person's involvement - to be checked.

Action GN/BM

* **measures** - apply measure on wine when / spirits if not on optic measures

Action GN/BM

* **tidiness.** - revisit bar chairs / tables etc throughout business periods to ensure bar & lounge is kept clean & tidy with furniture in order.

Action GN/BM

* **leadership** – visible & tangible throughout each shift.

Action GN/BM

24 Date of Next Meeting - Monday 10th November (7pm)