

## **Minutes of Trustee Meeting: Monday 10<sup>th</sup> November 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. Minutes of meeting held on the 22<sup>nd</sup> Sept 2014** - these were agreed as a true record and there were no matters arising that are not considered elsewhere on the Agenda.

**2. Estate Managers Report.** – see attached separate report dated 10.11.2014

**3. Staffing Issues.**

3.1 Recruitment of new Bar Manager (BM). Trustees agreed on external advert and open competitive interview process to select a replacement.  
Salary & hours to be reviewed by Trustees responsible for bar.

*Action GN/EM*

3.2 To progress review and re-structure Bar Team with joint aims of reducing costs and altering shift patterns to reflect (new) BM hosting during busy periods

*Action GN/EM*

3.3 As requested, separate spreadsheet provided to Trustees of all DPML Posts and pay scales. / average hours / other benefits. Review of existing contract of employment by GN/EM to continue to determine anomalies and progress new / revised CofE issue to all staff. Possible review of some payscales at that stage, but nothing to be done in the interim to increase salaries (other than increases in Min Wage to meet legislation)

3.4 Issues surrounding final salary due to outgoing Bar Manager to be investigated and resolved

*Action GN/EM*

**4. Planning Issues.**

4.1 - 9 The Stiles. Proposal to construct a new property within existing garden. Trustees agreed NO ACTION at this stage pending decision by local authority on Planning Permission application.

4.2 - 11 The Burrows. Request for approval of Conservatory / single storey extension. Trustees NOT APPROVED but agreed to seek from the property owners a Local Authority issued 'Lawful Development Certificate' before considering approval of the scheme ( which has now been completed.

*Action GN/EM*

4.3 2 The Spinney. Existing conservatory replacement. The Trustees previously agreed for this change to property and letter sent.

- 4.4 6 The Burrows. Chimney Installation. Trustees AGREED to this application and 'new' letter to be sent to occupiers outlining the reasons for its acceptance. *Action GN/EM*

## **5. Projects**

- 5.1 Project List circulated as a separate 'spreadsheet' with verbal summary report of progress provided by Estates Manager.
- 5.2 Additional x 2 projects to be added to list:
- 5.2.1 IT / Network & Data Security Review.
  - 5.2.2 Park benches replacement

*Action GN/EM*

## **6. Forthcoming Events**

- 6.1 Bonfire Night (completed) – Thank you letter to go to Residents.
- 6.2 Christmas Party (organised by Deb Jones)  
The entertainment is Kurt Davies, and a sit down 3 course meal prepared and served by usual caterers, D&L Solutions. Tickets limited to 60 x £20 and sold
- 6.3 Childrens Party 14.12.14 (organised by Carla) *Action CB*
- 6.4 New Years Party *Action GN /DJ*  
Arrangements being made with Disco in place (9pm – 01.00am)
- 6.5 Other Bar Events – to be reviewed when new BM appointed.

## **7. Community Groups**

- 7.1 Helpful Neighbour Scheme. – List established with Irene and needs street plan of participating residents to be held with Reception.

## **8. Trustees Updates. – Nothing to report**

9. **Communications.** – Trustees agreed to respond to any circulated emails with a 'read' response even when they did not have anything to add to the subject matter in hand. *Action Trustees*

## **10. AOB**

- 10.1 The Trustees AGREED to the request to hold weekly Stretch Class sessions in the Park Room.
- 10.2. The need to establish clear processes & procedures around Change to Property requests / Planning applications made to DPML by Park Residents remained an issue and was discussed at some length. Whilst it was felt real progress was being made, the Trustees supported moves to further explore with both DPML Solicitors and the Local Authority any actions open to the Trustees to firm-up the DPML process in respect of such applications, and make them more robust to challenge (either non-application for permission or residents rejecting the Trustees decision on such matters)

*Action IS*

**Date & Time of Next Meeting - Monday 26<sup>th</sup> January 2015**