

Minutes of Trustee Meeting: Monday 26th January 2015

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

Apologies: Ian Sharp (IS)

Agenda items:

- 1. Minutes of meeting held on the 10th November 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 reports dated 26.01.15 together with Financial Report and Project Program.

2.1 Summary at end of Q1

Overall Net Profit / (Loss) for Quarter 1 =	Actual Outturn	£5,084
	Agreed budget	£1,835
	Variance	+ £3,249
Approved Full Year Budget Profit /(loss)		£7,340

3. Staffing Issues.

3.1 Confidentiality Policy. Final Draft to be circulated to all Trustees for approval. *Action GN*

3.2 Recruitment of new Bar Manager (BM). Trustees updated on 2nd external advert sent out week comm. 12.01.15 with closing date of 08.02.15. Interview dates & process to be determined after closing date. *Action GN/Trustees*

3.3 Issues surrounding final salary payments due to outgoing Bar Manager resolved *Completed*

4. Planning Issues.

Separate spreadsheet circulated of current “Property Change Applications” circulated for information with one change request remaining outstanding:

11 The Burrows: Update - 18th Dec NH received the last letter and he will be applying for a Legal Development Certificate. Advised lead time for this is 8 weeks not including Christmas break or the department concerned moving office and susceptible to disruption.

5. Projects

5.1 Project List circulated as a separate 'spreadsheet' with verbal summary report of progress provided by Estates Manager.

5.2 Update provided on state of Pool following extensive R&M works in New Year following a number of Boiler Plant problems (pump / heat exchanger)

5.3 Additional x 2 projects to be added to list:

5.2.1 IT / Network & Data Security Review - underway

5.2.2 Park benches replacement – areas to be agreed where bench's to be positioned and costs obtained

Action GN

6. Forthcoming Events

6.1 Gala Day (2015) to be taken forward by Estates manager for discussion at next Community Group Meeting (10.02.15) with focus on:

- * Date / timing of event

- * Theme of event

- * One point of contact with Community Group to aid EM

- * Full contribution / organisational group sought from Community Groups to organise & run the event.

7. Community Groups

7.1 see item 6.1 Gala Day.

7.2 Monies from Bucket collection from Fireworks Night still outstanding and to be actioned with David Bowker

Action GN

8. Trustees Updates. – Nothing to report

9. New Year & Xmas Events.

9.1 New Years Eve party was generally felt to have gone well, but had mixed feedback with some residents unhappy with the arrangements over access by "children" to the bar / function room.

Subsequent letter of complaint / petition signed by 32 residents received regarding the nights events to be replied to as a separate matter.

In addition it was felt there was room for improvement on the standard of DJ engaged that night, and that the 2015 event should have a quality DJ/entertainment engaged in good time.

9.2 Children's Xmas party – feedback indicated event an overall success with over 60 children attending. Concern expressed by organisers that future

event will have to limit “adult” involvement in Park Room (due to its size & capacity) became “to busy” at times with participating parents & friends.

9.3 DPML Xmas party was considered a success with all tickets “sold-out” Feedback was that more residents would have liked to have been included in the party, and future ticket issues not be limited to the 60 sold. Main restriction centred on safe numbers that can be accommodated within the function room. Trustees to consider holding future event over 2 evenings to facilitate increase numbers. Also review future entertainment arrangements.

10. Communications.

10.1 Park News – Andrew Long (AL) agreed with GN to transfer the “management” elements of running Park News to the Estates Team (payment / maintenance of account with Service provider, etc)

10.2 “editorial” production of Park talk to be given over to others, with Park volunteers sought to run future editions. AL to continue to update email list.

10.2 Quarterly editions of Park News instead of by-monthly to aid quality and work involved in supporting publication.

11. Use of facilities by “renting tenants”

11.1 A review will be undertaken by the Trustees and opinions sought from interested parties on the use of Clubhouse facilities by tenants of rented property on the Park. This will include:

11.1 Review of existing policies & procedures (where existing)

11.2 Review & update of by-laws

11.3 Impact on tenants involvement in Plot-Holder draw

11.4 Other considerations (i.e – existing Landlords having either retained or released their rights to use facilities) *Action GN/Trustees*

12. Mini Dribblers.

12.1 Request to use facilities by external organisation refused. Email response to this effect *Action GN*

13. AOB

10.1 Park Bench’s to be discussed with Community Groups to determine preferred locations around the Park and costs *Action GN*

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10.2. Consideration be given to purchasing a “clock” for positioning on external face of Clubhouse Building for benefit of Park users . Proposals / costs to be obtained by EM for consideration by Trustees. *Action GN*

10.3 Proceed with commission of small oak squirrel for Park (Hollow Oak)

Action GN

10.4 Review location of Dog Litter Bins with a view to increasing numbers at suitable locations. Also check on who supplies bags / empties bins.

Action GN /JM

10.5 Check Trustees circulation list / make corrections to John Muir's email address

Action GN

10.6 Bar Access for Children

10.6.1 Bar Access for Children to be continued with Trustee support, and enquiry made of Licensing Authority as suggested by (Acting) Bar Manager before any further changes or alterations to DPML By-Laws

10.6.2 In the interim, trial period arrangements to be continued, with access for High School aged children 11+ years allowed access to the bar after 9pm on Fridays & Saturdays, providing they are accompanied by a parent or guardian. Children must be seated with their parent or guardian.

10.6.3 Bar staff will be asked to continue monitoring these arrangements and it is at their discretion that if behaviour is unacceptable, that the family will be asked to leave.

10.6.4 Bar staff will also exercise the existing By-laws, in respect of access to the bar (by young persons) and apply the requirements already in existence.

Action GN

10.7 Booking of Park Room by Park Resident in support of Vale Royal Lion Club approved (under normal booking rules with deposit) Letter to organiser to advise

Action GN

Date & Time of Next Meeting - Monday 30th March 2015 (7pm) Estates Office.

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