

Minutes of Trustee Meeting: Monday 30th March 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 26th January 2015** - these were agreed as a true record and there were no matters arising that are not considered elsewhere on the Agenda. It was further agreed to circulate future Minutes within 2 weeks of such meetings for approval by the Chair/Trustees, thereby allowing their earlier inclusion on the DPML Website.
- 2. Estate Managers Report.** – see attached separate reports dated 30.03.15 together with Financial Report and Project Program.

2.1 Budget

2014/15 (Q2 spend) remains in line with “bottom line” and Department Analysis as provided by Sawyer Quine actual results compared to the budget for the five months to 28 February 2015.

Separate Spreadsheet circulated for Trustee Information

Overall Net Profit / Loss (5 months)	Actual outturn	£ 9,018
	Agreed Budget	£ 3,058
	Variance	+ £ 5,960
	Full Year Budget	£ 7,340

Figures as provided by DPML Auditors Sawyer Quine email 25.03.15

Note – 2014/15 Final Tax Year returns currently being compiled by Sawyer Quine

3. Staffing Issues.

3.1 Confidentiality Policy. Final version circulated to all Trustees and agreed for issue to staff for signing. *Action GN*

3.2 Recruitment of new Bar Manager (BM). Trustees updated on position and job offer made to successful applicant. Awaiting acceptance for start date of 01.04.15. Trustees to be kept informed of developments. *Action GN*

4. Planning Issues.

Separate spreadsheet circulated for information of current "Property Change
A small number of change requests in progress with no backlog.

Application by property owner at The Burrows (Building Extension) : Update
Applicant confirms he will be applying for a Legal Development Certificate
from Local Authority for submission to Trustees before any approval can be
given by DPML.

5. Projects

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

5.2 Building Condition Survey and Report. (BCS) Outline of report
costs and purpose discussed and agreed. EM to commission report
and circulate to Trustees when available. *Action GN*

5.3 Impact of BCS on other 2014/15 building projects to be assessed
one Report available, but in the meantime, project for the refurbishment
of showers to be progressed. *Action GN*

5.4 Sinking Fund – to be discussed with John Muir / Accountants as
separate matter. *Action GN/IM*

6. Forthcoming Events

6.1 Party in the Park (previously Gala Day) agreed with Community
Groups for Saturday 11th July 2015 (2015). Organisation & planning of the
days events will to be taken forward by Community Group Sub-committee
(Chair - Iris Lyons) with Estates Team providing "under-pinning" support for
the event (i.e grass cutting /electrics-PAT/marquee erect ion/staging etc).

7. Community Groups

7.1 see item 6.1 Part in the Park (PiP)

7.2 Contribution received from bucket collection from Fireworks Night
Completed

7.3 Contribution from Community Group received for purchase of special casters for piano (Choir) now purchased & fitted.

Completed

7.4 Contribution agreed for purchase of replacement chairs (fire damaged). Chairs due for delivery 31.03.15

Action GN

7.5 Discussion over Park Bench(s) on location / type and possible future provision "in remembrance" to be had with Community Group

Action GN

7.6 Discussion with Community Group Chair over contribution to Childrens Xmas party.

Action GN

8. Trustees Updates.

8.1 Discussion had with Community Group over "issues" regarding Children in the bar. This matter previously covered by amendment to Park By-Laws. (see Item 13.6)

9. New Year / Xmas Events / other events

9.1 New Years Eve party - Subsequent letter of complaint / petition signed by 32 residents answered as a separate matter. Trustees intending to review matter in time for next AGM.

9.2 Children's Xmas party *Completed*

9.3 DPML Xmas party *Completed*

9.4 Mothering Sunday Carvery *Completed*

9.5 Other DPML led events "on-hold" until appointment of new Bar Manager appointment concluded.

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) AL transferred email list to Estates Team, although only 100 residents have logged onto the

new web site to register their accounts for future issue of (electronic) Park Talk. - *Completed*

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

Update – This has not proved possible with no volunteers stepping forward to take on the editorial role. Further plea to be made in April issue for volunteers

Action AL/GN

10.3 Quarterly editions of Park News instead of by-monthly agreed with AL for next edition in July

11. Use of facilities by “renting tenants”

11.1 Produce options for consideration by Trustees for possible submission at next AGM based on:

- Tenants cannot use facilities where Landlord retains access rights (existing By-laws)
- Tenants be allowed access regardless of Landlord retaining access rights (would require change to By-laws)
- Tenants be charged a separate fee for use of Clubhouse facilities (where landlord retains access rights)
- Landlords loose their access rights where they are not resident on the Park, with their Tenants automatically gaining access rights.

Trustees to consider the options at next meeting

Action GN/ Trustees

12. Dog Mess issues

12.1 Problem with irresponsible dog owner allowing their pet(s) to foul areas of the Park amenity grounds without clearing up after them. Additional notices displayed to no effect.

CCTV monitoring of Park areas to be increased.

Action GN

13. AOB

13.1. Consideration given to purchasing a “clock” for positioning on external face of Clubhouse Building for Building Centenary in March 2016. Proposals / costs to be obtained by EM for consideration by Trustees. *Action GN*

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

Action GN

13.3 Review location of Dog Litter Bins with a view to increasing numbers at suitable locations. CW&C Council confirmed as supplying bags & empties bins. *Action GN*

13.4 Fixed Wire Electrical testing of Clubhouse completed with few cat 1 & 2 items identified for rectification. Costs & works to be clarified and put in hand for early completion. *Action GN*

13.5 Check Trustees circulation list / make corrections to John Muir's email address *Completed*

13.6 Bar Access for Children

13.6.1 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

13.6.2 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.

13.6.3 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.

13.6.4 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. *Completed*

13.7 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 *Completed*

13.8 Check on dog "warning signs" in Lagoon and replace with appropriate signage relevant to chemical treatment of water course. *Action GN*

Date & Time of Next Meeting - Monday 18th May 2015 (7pm) Lodge.

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