

Minutes of Trustee Meeting: Wednesday 20th May 2015

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

Apologies: n/a

Agenda items:

- 1. Minutes of meeting held on the 30th March 2015** - 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.** – a separate report dated 20.05.15 was to be available 21.05.15 for Trustees together with previously circulated Financial Reports.

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 6 months period ending 31st March 2015.

A separate P&L spreadsheet was circulated for Trustee Information

Summary Net Profit / (loss) for Q2 (<i>6 months</i>)	Actual outturn	£ 8,417
	Agreed Budget	£ 3,670
	Variance	+ £ 4,747
	Full Year Budget	£ 7,340

Figures as provided by DPML Auditors Sawyer Quine email 08.05.15

Note – Statutory accounts for the year ended 30 September 2014 which are in draft form circulated for consideration by the Trustees and presented to Trustees for final “sign-off”

Action JG/CB

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 for replacement Bar Manager completed with appointed to post (subject to satisfactory 3 month probationary period. Appointment to be finalised end of June 2015 subject to Trustee approval

Action Trustees/ GN

3.3 Recruitment for (interim) Bar Supervisor completed with Joseph Ladley (JL) appointed to post (on interim 3 month basis) until Bar Managers appointment ratified

4. Planning Issues.

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

Specific Applications discussed with actions:

Property Number	Situation	Action
11 The Burrows (replacement of existing conservatory with new single storey extension)	Plot Owner confirms he cannot apply for a Legal Development Cert but that CW&C have advised he needs to apply for retrospective Planning Permission for extension.	Check with CW&C application being made plus await confirmation from DPML Solicitors on wording of final DPML letter to be sent to Plot Owner.
5 Hollow Oak (log burner chimney extension)	Plot Owner asked to provide evidence of compliance with building regulations	DPML have followed-up with Plot-Owner but no response. As per 11 The Burrows, await wording of final DPML before final letter to be sent to Plot Owner.
2 The Spinney (conservatory extension with pitched / tiled roof)	DPML Permission given previously for works on building inner courtyard extension / pyramid conservatory with pitched / tiled roof	Trustees agreed to send a simple " letter of acknowledgement" to Mr & Mrs Cooper recent email (15.05.15) noting their concerns on u of roofing tiles and that the matter was with CW&C Council Planning Dept to action as appropriate.

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) commissioned and progressing (to include M&E element) and circulate to Trustees when available.

Action GN

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

5.4 Refurbishment of Shower options available and circulated to Trustees. Concern expressed over means of providing adequate and sufficient hot water to the showers and this aspect to be referred to M&E Engineers for clear recommendations . In meantime to proceed with Option 3 and obtain prices *Action GN*

6. Forthcoming Events

6.1 Party in the Park (11.07.15) 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 erection/staging etc). *Action GN*

7. Community Groups

7.1 Contribution agreed for purchase of replacement chairs (fire damaged). Chairs delivered 31.03.15 (sample shown to Trustees) and Community group has contributed to their purchase. *Completed*

7.2 Picnic Tables (x2) purchased and to be exchanged for those around the Clubhouse. *Action GN*

7.3 Park Bench (x1) purchased with location and possible future provision “in remembrance” discussion to be had with Community Group *Action GN*

7.4 Community Group(s) contribution to 2014 Childrens Xmas party of £100 to be used for Party on the Park Prize. Any future “contribution” to be agreed with Community Groups in advance of Xmas event. *Completed*

7.5 Additional 7 chair trolley(s) to be purchased with contribution tbc from Community Groups. *Action GN*

8. Trustees Updates.

8.1 Suggested Bar Opening Times be “published” on Clubhouse with proviso that BM has discretion *Action GN/KL*

8.2 Suggested alternative use of Algae control be utilised in Lagoons to better control problem and signage be improved. *Action GN*

8.3 DS had nothing to update from Community Group meeting, but next date of Community Group Meeting, Tuesday 30th June 2015, 7:30pm in the Park Room.

8.4 Date of next Sub-committee Meeting to organise Party on the Park, to be arranged. (03.06.15)

8.5 CB advised that the DPML children’s Christmas party has been booked for Sunday 13th Dec 2015

8.6 CB advised the dog mess situation appears to have been resolved following the article in Parktalk.

9. Communications.

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

9.2 The Trustees agreed no further editions of Park Talk would be produced unless we have any volunteers willing to carry this forward. The last edition being July 2015 to include notifying Plot owners of the forthcoming AGM in Sept 2015. (date tbc) *Action JG/GN*

9.3 Further notifications of Park events (from Community Groups) to be captured & compiled by DPML Reception Team for publication on Clubhouse Notice-board and circulation by email to those residents on email list.

Action GN

10. Use of facilities by “renting tenants”

10.1 Option proposed by Trustees for amendment of existing Bylaw 2.3

The Trustees to consider and agree the amended wording for acceptance at the next Trustee Meeting. *Action Trustees*

11. Gardeners issues raised by residents.

11.1 Concerns being registered by Plot owners regarding the condition of Park amenity areas, specifically:

- Grass verges (not mowed)
- Flower beds (not weeded)
- Lagoon area left un-cleared after treatment
- Trees / low branches

In addition a number of complaints regarding:

- Public highway maintenance
- Clearance of kerb-lines and footpaths of grass & moss.

Action plan to address these issues to include EM confirming with Estates maintenance team for a clear programme of grass cutting through-out season. and when weather conditions do not allow cutting, time be spent on flower beds. Explore mean of weed control in beds (mulch) and timely use of sprays (weather conditions permitting)

A review of how the lagoon water is to be treated for algae and surrounding beds to be undertaken. (leaflet provided by JM to GN for information on the matter) . Outstanding action on “warning notices” to be resolved

It was acknowledged the involvement of the Estates Team could not be extended to those “public” areas of the Park, which are the responsibility of the Local Authority to maintain. There were insufficient DPML resources for this, and a conflict with DPML Insurance where it becomes involved with non owned Park property or land.

However, contact had already been made with the local authority management / highways engineers and a programme of maintenance was expected shortly covering all areas / roads within the Park.

Action GN

11.2 Problem with dog owners allowing their pets to foul areas of the Park appears to have been resolved but this should continue to be monitored. CCTV monitoring of Park areas for this purpose under review *Action GN*

12. AOB

13.1 Commissioning of small oak squirrel for Park (Hollow Oak) in hand with Angela Sidwell / sculpturess *Action GN*

13.3 Additional Dog Litter Bin to be located near new Park bench when in position. *Action GN*

13.4 Fixed Wire Electrical testing of Clubhouse near completion (which includes Emergency Lighting *Action GN*

13.5 Application for change to Premises License and amended DPML By-Law relating to Bar Access for Children approved and formal application with Licensing Authority.

13.6 Request Booking of Park Room for Xmas function by Running Club at same time as existing booking by a Community Group discussed and it was agreed approach be made by Bar Manager (BM) to Community Group to see if any possibility of change of date is possible. (CB disclosed an interest in the matter and left meeting for this item) Failing this the booking for the Running group to be refused. *Action BM*

13.7 Statutory accounts for the year ended 30 September 2014 provided in draft form for Trustee consideration and sign-off. As per Sawyer Quine email dated 08.05.15 *Action JG/CB*

13.8 , Three letters of engagement; (induplicate of each letter). These letters set out the basis on Sawyer Quine are to act in respect of payroll, accounts preparation, completion of VAT returns and audit work. These letters to be signed by two Trustees and returned to Sawyer Quine *Action JG/CB*

13.9 Updated Form 64-8 –(Authorising your agent) to be signed by Trustee (CB) The existing form held on file by Sawyer Quine is signed by a Trustee who has since resigned. With this form Sawyer Quine are able to speak to HM Revenue and Customs on behalf of DPML in the event of a query arising in respect of the company's tax affairs. *Action CB*

13.10 Date of DPML AGM (Sept 2015) to be agreed *Action Trustees*

Date & Time of Next Meeting - Monday 20th July 2015 (7pm) The Lodge or Estate Managers Office .(tbc)

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