

Minutes of Trustee Meeting: Monday 20th July 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

Guest Speaker – Mr Paul Rogers (Village Plan Update) matter captured under AOB item 13.10

Agenda items:

1. **Minutes of meeting held on the 20th May 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 20.07.15 was circulated for Trustees together with a “summary” Financial Report for Period 3

2.1 Budget

2014/15 (Q3 spend) remains in line with “bottom line” totals and Department Analysis as provided by Sawyer Quine actual results compared to the agreed budget for the 9 months period ending 30.06.15

A separate P&L spreadsheet was circulated for Trustee Information

Summary Net Profit / (loss) for Q2 (6 months)	Actual outturn	£ 15,972
	Agreed Budget	£ 5,505
	Variance	+ £ 10,467
	Full Year Budget	£ 7,340

Figures as provided by DPML Auditors Sawyer Quine email 10.07.15

(Note – Statutory accounts for the year ended 30 September 2014 signed-off by the Trustees and copy filed with Solicitors.24.07.15)

3. Staffing Issues.

3.1 Confidentiality Policy Final version to be issued to staff for signing.
Action GN

3.2 Recruitment for replacement Bar Manager completed with 3 month probationary period satisfactorily completed.
Completed

3.3 Recruitment for Bar Supervisor to be progressed as “internal” recruitment.
Action GN/Bar Manager

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 sought / received CW&C have retrospective Planning Permission for extension.	Trustees approved application and immediate neighbours advised. COMPLETED
5 Hollow Oak (log burner chimney extension)	Plot Owner asked to provide evidence of compliance with building regulations	2 nd letter sent to Plot Owner on 10 th July 2015 OUTSTANDING
2 The Spinney (conservatory extension with pitched / tiled roof) + Log Burner/Chimney	DPML Permission given previously for works on building inner courtyard extension / pyramid conservatory with pitched / tiled roof. Complaint from neighbours ref log burner chimney height	Action Trustees agreed to send a letter to Plot Owners seeking confirmation Log Burner Installation & Chimney meets with Planning / Building Regs (Legal Development Cert)
9 The Styles Proposal to build a new Bungalow in the Grounds	Permission to build REFUSED by both DPML and CW&C Council Matter had gone to Appeal (Sec of State)	Awaiting outcome of Appeal after letter(s) from DPML submitted together with other residents (individual) objections.

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) completed. Report to be circulated to Trustees for consideration. *Action GN*

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

6. Forthcoming Events

6.1 Party on the Park (11.07.15) Completed (organised by Community Group Sub-committee - Chair -Iris Lyons with Estates Team providing “under-pinning” support for the event. Feedback indicates event a success. *Completed*

6.2 Bonfire Night – Identify event organiser(s) and level of support required from Estates Team *Action GN*

7. Community Groups

7.1 Picnic Tables (x2) purchased and exchanged for those around the Clubhouse. Trustees agreed to purchase of a further 2 new tables. *Action GN*

7.2 Park Bench (x1) purchased. To be located on Park boundary to replace old seat removed some years ago. *Action GN*

7.3 Clubhouse (Kitchen) Notice to users to be checked, ref to Insurance cover appears incorrect. *Action GN*

(Note Additional 7 +1 chair trolley(s) purchased and donations requested from Community Groups) *Action GN*

8. Trustees Updates.

8.3 DS had nothing to update from Community Group meeting, and it was agreed to drop this Agenda item from future minutes.

9. Communications.

9.1 The Trustees were pleased to hear volunteers had recently come forward who were willing to carry this forward. Meeting with all parties to be held w/c 27.07.15. *Action JG/GN*

10. Use of facilities by “renting tenants”

10.1 Option proposed by Trustees for amendment of existing Bylaw 2.3

(Note – *not discussed at meeting with Trustees to consider inclusion as a motion for AGM - Action Trustees*)

11. Gardeners issues raised by residents.

11.1 Concerns continue to be 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.

List of Cultivated beds around Park to be compiled and rota of routine weed control in beds (mulch) and any replanting to be compiled and used as means of work planning for garden Team.

A review of how the lagoon water is to be treated for algae and surrounding beds to be undertaken with help from volunteer (ex British Waterways).

Meeting on site with EM/JM/Volunteer/Gardeners

Ongoing discussion (verbal & written) with the local authority highways and StreetScene engineers ref programme of maintenance to hard /soft landscaped areas. Some tarmac road/footpath repairs already completed by CW&C teams with chase on with StreetScene on “weed & moss control” and sweeping of highway gutters.

Action GN

12. AOB

13.1 Small oak squirrel sculpture for Park (Hollow Oak) completed and once “treated” to be temp located o/s Clubhouse for residents comments.

Action GN

13.2 Additional Dog Litter Bin not to be located near new Park bench when in position. (c/f from last meeting)

Action GN

13.3 Fixed Wire Electrical testing of Clubhouse completion (which includes Emergency Lighting *Completed*

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

13.5 Request Booking of Park Room for Xmas function by Running Club at same time as existing booking by a Community Group. Bar Manager (BM) approached Community Group to see if any possibility of change of date but declined . Running group refused. booking. *Completed*

13.6 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 *Completed*

13.7 , 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 *Completed*

13.8 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. *Completed*

13.9 Date of DPML AGM agreed for 17th September 2015, and letters of notice to residents to be issued during Aug 2015 *Action GN*

13.10 Guest Speaker – Mr Paul Rogers who attended Village Plan Update Meeting provided a summary update to Trustees on outcome of consultation and circulated single sheet summary of the position.

The Trustees accepted his offer to continue in his “liaison” role as providing a communication link for the Park residents, with any relevant documents to be placed on the Clubhouse Notice Board / emails as appropriate.

Contact details provide as dp-villageplan@outlook.com

Date of Pre AGM /Trustee Meeting – Monday 10th Aug (7pm) The Lodge

Date & Time of Next Meeting - Monday 5th Oct 2015 (7pm) The Lodge or Estate Managers Office (tbc)

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