

Minutes of Trustee Meeting: Monday 7th December 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 Monday 5th October 2015** - these were agreed as a true record and there were no matters arising that are not considered elsewhere on the Agenda.

In addition the following minutes were approved and agreed as a true record

1a Minutes from Trustee Pre AGM Meeting 10th August 2015 - Approved

1b Draft 2015 AGM & Chairman's Report (dated 1st September 2015) agreed for publication on the DP Website as **draft** documents for information only, and subject to Plot Holder approval at the next AGM (2016)

1c DPML Annual Salary Review Policy, agreed for inclusion in DPML Policies & Procedures (Employee) Handbook.

- 2. Estate Managers Report.** – a separate report dated 07.12.15 was circulated for Trustees together with a “summary” P&L Financial Report for Month 1 / Period 1 (2015/16)

2.1 Budget (verbal)

2015/16 (Q1 spend) remained broadly in line with “bottom line” totals and Department Analysis as provided by Sawyer Quine for the 1st month period ending October 2015.

These figures reflect early settlement of the Loan as agreed by Trustees at the end of the 2015 Financial Year.

2.2 Bar

A Stock take was undertaken in early Dec 2015 showing a continued reducing trend in G/P and this report will be circulated separately once the Bar Manager had opportunity to verify figures with the new Auditor. A review of the audit to be provided to the (Bar) Trustees identifying issues and actions taken or proposed.

Action GN/KL

3. Staffing Issues.

3.1 Confidentiality Policy Final version remained an issue with a number of DPML staff refusing to sign and having submitted a petition to that effect.

However, the Policy has been approved by the Trustees and acknowledged by a number of existing employees. It will also form part of any new employee contract.

DPML Trustees agreed to be bound by the same confidentiality policy as DPML staff.

The matter will be referred to DPML Solicitors for further advice before further action / steps are taken. In the meantime, a letter has been sent to all staff who signed the petition that the new Confidentiality Policy has been formally adopted by DPML. Action GN

3.2 Recruitment for Bar Supervisor to be progressed as “internal” recruitment remains outstanding. *Action GN/Bar Manager*

3.3 – Increases in National Minimum Wage (NMW) and New Living (NLW) Wage outlined and agreed for increases in those staff affected by NMW to be implemented from 01.10.15. **Completed**

3.3.1 Further changes to NLW approved in principle to take effect from 01.04.15 (subject to legislation) C/F March 2016

3.4 – A separate meeting (12th Oct 2015) was held regarding the existing employee wage structure and the impact of the various NMW/NLW wage increases with a number of wage increases approved in line with the DPML Annual Pay Review Policy. **Completed**

3.5 - A further review of the existing Gardening Team structure / pay would be undertaken over the coming months to determine the need for change and effect on budget. Action GN

4. Planning Issues.

Specific Applications discussed with actions:

Property Number	Situation	Action
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9 The Stiles	Proposal to construct a new property within existing garden	Decision date 16th September: Appeal Dismissed. DPML Residents notified. No further action required
5 Hollow Oak Lane	Permission to increase the height of brick boundary wall from 4ft to 6ft	Plot Owner asked to provide evidence of installation compliance with building regulations. to date, no response from the plot holder. ACTION - RE-ISSUE REQUEST
26 Denehurst Parkway	Extension/brick built store to side	12.10.15 Approved - conditional of gaining planning permission /compliance with building regulations No further action required
4 Cedarwood	Extension/part garage conversion/installation of stove & chimney - amendments to windows & rear door	Approved No further action required
51 DPWW	Hedge around front garden	Refused - No further action required
51 DPWW	Garage conversion & driveway widening	Approved No further action required
5 The Dell	Entrance, access balustrade etc	Approved No further action required
22 Denehurst Parkway	Request appears to refer to edging the access roadway	Plot holder withdrew request. No further action required
1 The Chines	Extension to hallway & entrance, provide ramped access, small extension & extra roof windows	Change application consultation period end 16.12.15
3 Ousel Nest	Resident request to purchase DPML amenity land adj 3 Ousel Nest and convert to car parking space	Considered and not Approved at Trustee Meeting dated 07.12.15. Letter to be sent notifying resident of Trustee decision.

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 previously circulated and works under review for 2015/16

5.3 Project List updated for 2015/16 with amendments made to combine a number of schemes into Project 1

	Pool Shower Refurb (plus Drains)
1	Option 3 (full refurb) agreed with Trustee's with work to be progressed on the detailed design and costings. Assistance to be provided by IS on vetting scheme to date and areas to be

	addressed.
2	Energy Efficiency Programmed. Costs received from Consultants to undertake study (£1000 - £1,500) and provide report. This Project to be linked with 1 (above) and progressed with IS
2a	Boilers / CHP/Heat Pumps - This Project to be linked with 1 (above) and progressed with IS
2b	Pool Extract Fans / Energy Pumps - This Project to be linked with 1 (above) and progressed with IS
2c	Energy tariffs (renew date Nov 2015) Completed GAS
2d	Solar panels - Project to be deferred until new roof replacement in year 4 or 5 (see building condition survey program)
3	Patio Extension – PROJECT CANCELLED
4	Hollow Oak (Wood Sculptures) PENDING Awaiting final decision on location to be sited.
5	Access Security Review / modifications Project to commence with “Security Contractors” invited to provide increased and innovative security solutions for Clubhouse buildings & facilities to allow early scoping / terms of ref;
6	Squash Court Alternative use Report - PROJECT CANCELLED to be removed from list

6. Forthcoming Events

6.1 Bonfire Night – Event organiser(s) & EM have agreed level of support required from Estates Team. Cheques raised for purchase of fireworks. Other items – Bowser / Skip / Bonfire material collection etc in hand. **COMPLETED**

6.2 Children’s (Xmas) Party (Sun 13th Dec 2015) arranged for the Park Room with CB to progress/ publicize event / poss Park Talk. Need more volunteers for next year 2016 - email to go out to Park residents **Action GN**

6.3 New Year Party (family event) – approach as last year with evening open to all residents /residential groups with emphasis on family inclusion. Aim to have improved entertainment (disco) for Parkroom **Action Bar manager(KL)**

6.3.1 New Year use of Clubhouse / Park Room for younger persons clarified in Bar Talk now in circulation

6.4 Bar Manager to provide 'Bar Talk' on New Year entertainment when details finalised and re-affirm access to premises by younger persons. **COMPLETED**

7. Community Groups

7.1 Park Bench (x1) purchased. To be located on Park boundary to replace old seat removed some years ago. Site to be identified / publicized after disagreement by residents at AGM. **COMPLETED**

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

7.3 Swimming Group (Safety Issues)

7.3.1 investigate fitting 'finger guards' to pool doors *Action GN*

7.3.2 investigated additional means of pool rescue equipment raised previously by user group but existing facilities deemed suitable for rescue of conscious / active swimmer with problem centred on unconscious / inactive swimmer where only alternative is for others present to enter water and wade to aid any swimmer in difficulty. On this basis, those group(s) using the pool must ensure a competent and capable person is present and nominated to aid in a pool/poolside rescue as necessary. Feedback to Swimming User Groups *Action DS / Swimming Group*

8. Communications.

9.1 The Trustees were pleased volunteers had come forward and were already publishing Parktalk / Park News. Letter of thanks to those involved; with request items of interest within the Estates Dept / Clubhouse Bar be included in future editions where possible. *Action GN*

9.1.1 Check if any 'sponsorship' income from Park News was being obtained to off-set publishing costs *Action GN*

9.2 Feedback from park volunteers who distributed letters / ParkTalk was additional help was needed by more 'youthful' persons to address some physical issues experienced in delivering in areas such as the Dell / The Downs. Poss approach to DP Youth Club to see if support possible. **COMPLETED**

9. A.O.B.

9.1 Response to Resident(s) letter in respect of changes to Bylaw 2.3. The Trustees re-affirmed their position to see this change implemented. (as agreed in the Minutes from Trustee Pre AGM Meeting 10th August 2015 – Approved)

Two separate communications had been received on the matter and a response drafted / circulated to other Trustees for comment, but further changes were felt necessary before issue. Action JG/GN

9.2 Permission to use Clubhouse for Power Pilates Class

Park Resident / organiser seeking to establish new Power Pilates at Clubhouse as a early morning session. EM. to approach Community Group, Exercise & Social Chair Group (Jeff Prest) to see if this should come under their umbrella? In principle the Trustees were happy to support this initiative.

Action GN

9.3 Update of Tuesday Night Draw (Rules)

The existing rules were reviewed and felt adequate for purpose (since the last review in 2012). However there was no rule governing a CAP on the max draw and this had remained at £750 for some time. It was decided include in the rules a new CAP limit of £1000 to take affect from 1st Jan 2016. Action GN/KL

9.4 Trustees Responsibilities. Revised List approved as follows:

TRUSTEE RESPONSIBILITIES – 1st December 2015 (for Office / Reception)

AREA OF RESPONSIBILITY	TRUSTEE NAME
CHAIR	JOHN GILBODY
FINANCE	CARLA BROWN (lead trustee) JOHN MUIR
BAR	DARREN SHEPHERD CARLA BROWN
AMENITY LANDS	JOHN GILBODY
HEALTH & SAFETY	JOHN MUIR
STAFF	JOHN GILBODY
FINAL STAGE STAFF APPEAL PROCESS	ALL TRUSTEES (as appropriate)
DPML FACILITIES & OUTBUILDINGS	JOHN GILBODY
PLANNING & BUILDING ISSUES	IAN SHARP (lead trustee) DARREN SHEPHERD

COMMUNITY GROUP REPRESENTATIVE	DARREN SHEPHERD
COMMUNICATIONS	CARLA BROWN

9.5 Trustee Nominations to attend Heart Start training (17.12.15)

JG (NO) / JM (YES) / IS (TBC) / CB (NO) / DS (NO)

10 Date & Time of Next Meeting - Monday 25th January 2016 (7pm)
The Lodge

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