

Minutes of Trustee Meeting: Monday 25th January 2016

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

Apologies: Ian Sharp (IS)

Agenda items:

- 1. Minutes of meeting held on Monday 7th December 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 25.01.16 was circulated for Trustees together with a 'summary' P&L Financial Report for the 1st Quarter 2015/16 (Periods 1,2,& 3)

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 December 2015.

A request by Trustees for the Budget/P&L figures to be circulated earlier for Trustees information was noted.

A proposal was discussed and agreed for setting-up of a new Bank Account with Barclays for the transfer of £10K (yearly) called 'DPML New Clubhouse Roof' account to ensure sufficient monies are "ring fenced" and available to meet the costs in Year 5. (2020/21).

Further it was agreed for John Muir to explore the establishment of a 'sinking fund' for the purpose of meeting the cost of eventual replacement of major DPML Assets. (long term) Action JM/GN

2.2 Bar

Final Year End Stock Audit undertaken at 01.10.15 with report indicating 48.5% G/P with shortage across the board with Till differences on most sections.

A second Stock Audit was completed w/e 30.11.15 with a G/P of 48.2% with various shortages and adjustments (a separate summary was made available to Trustees)

Last Stock Audit (not available at time of Trustees Meeting) 27.01.16 indicates G/P of 51.7% with year to date G/P of 50% after corrections and adjustments

It was decided to hold a separate meeting between those Trustees with responsibility for Bar activities (CB / DS) and the Estates Manager (GN) & Bar Manager (Kris Landells) on Monday 1st February 2016 to discuss G/P, Stocktaking Audits and promotional matters further.

The following events were completed with separate feedback reports provided to 'Bar' Trustees in respect of:

- November 2015 Firework/Bonfire.
- November 2015 Curry Night
- December 2015 Comedy Night
- Children's Xmas Party.
- DP Xmas Party & Dinner.
- New Year's Party (Dec 31.12.15) A separate summary of outcome of events was circulated earlier to Trustees (dated 15.01.16 - KL memo):
A small profit on the night (basically break-even) with contribution from EM not required.

3. Staffing Issues.

3.1 Confidentiality Policy

Meeting held with staff on Monday 18th Jan 2016 who signed the petition and rejected the new Confidentiality Policy.

Following the staff meeting the matter has again been referred to DPML Solicitors for their update. In addition ACAS has been contacted (as agreed per meeting outcome) for their advice and input.

A further Staff meeting will be held once ACAS report back.

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

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

3.4 The need to confirm the existence and whereabouts of the DPML Employee (Staff) Handbook is necessary, with it not having been available for some time. The reference to the handbook is made in a number of employee letters of appointment.

This handbook is not to be confused with the Receptionists Handbook which is a separate document which is used by Reception staff and contains operational practices & procedures relating to the buildings and room use (rules)

Action GN

4. Planning Issues.

Specific Applications discussed with actions:

Residents Name	Address	Nature of Application	Date recd./ackn.	Consultation Date	Any objections / comments	Trustee decision	Resident notification date
Mr A Maddock	1 The Chines	Extension to hallway & entrance, provide ramped access, small extension & extra roof windows	02.12.15	16.12.15	Favourable comment from Fern Gresty, The Spinney	Approved Approved No further action required	18.12.15
Mr D Woods	7 The Stiles	Conifer planting along front garden border	15.01.16		22.01.16 Resident appealed & requested site visit from Trustees to clarify request	Refused 15.01.16	Appeal by Resident with Trustee under review

Name	Address	Nature of Application	Date recvd. @ CW&C	Consultation Date	Further information
Miss Michelle Stubbs	Delamere Manor	16/00035/DIS Discharge of Conditions: 4 (Landscaping), 7 (Bat Mitigation), 13 (Noise), 17 (Site Compound) and 23 (Travel Plan) of 14/04492/FUL Changes of Use Pump House Delamere Manor Cuddington Lane Cuddington Northwich	Wed 06 Jan 2016	Thu 28 Jan 2016	CW & Chester Case Officer: Ms Liza Woodray 16/00035/DIS & 14/04492/FUL – all docs & info available at http://pa.cheshirewestandchester.gov.uk/online-applications 14/04492/FUL Changes of Use Pump House Delamere Manor Cuddington Lane Cuddington Northwich. Decision 27.02.15. Action – with IS to progress / present DPML objections before planning deadline
Miss Michelle Stubbs	Delamere Manor	Change of use of residential property to function facility.	Thu 24 Dec 2015	Wed 10 Feb 2016	CW & Chester Case Officer: Ms Liza Woodray 15/05194/FUL Change of use of residential property to function facility. Delamere Manor Cuddington Lane Cuddington Northwich Cheshire CW8 2TE http://pa.cheshirewestandchester.gov.uk/online-applications/ Action – with IS to progress present DPML objections before planning deadline

5. Projects

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

1	<p>Pool Shower Refurb (plus Drains)</p> <p>Option 3 (full refurb) agreed with Trustee's with work to be progressed on the detailed design and costings. Assistance provided by IS on vetting scheme to date and areas to be addressed.</p> <p>Both Building Surveyor and M&E Consultants tasked to proceed with detailed investigation & design works.</p>
2	<p>Energy Efficiency Programme</p> <p>Costs received from Consultants to undertake study(£1,900) and provide report. This Project is linked with 1 (above) and progressed with IS</p>
2a	Boilers / CHP/Heat Pumps - This Project is linked with 1 (above) and progressed with IS
2b	Pool Extract Fans / Energy Pumps - This Project is now linked with 1 (above) and progressed with IS
2c	<p>Energy tariffs (renew date Nov 2015)</p> <p>Completed GAS, with ELECTIC under review</p>
4	<p>Hollow Oak (Wood Sculptures) COMPLETED</p> <p>Decision on location to be sited agreed with interim location as existing (Bar Patio area)with any future sculptures put to residents</p>
5	<p>Access Security Review / modifications</p> <p>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;</p> <p>Underway with initial survey by Lodge Security completed – awaiting report.</p>

6. Forthcoming Events

Future Bar Events Organized or at Planning Stage:

- Karaoke 20.02.16 event confirmed /free to attend.
- Poss Italian Cuisine (target date March 2016).
- Poss Mothering Sunday (Caterer availability issues v costs).
- Poss Thai evening (Caterer arranged mid April / Thai new year – awaiting costs / confirmation)
- 2016 /17 Xmas /NYE Reviewing Live entertainment / in-house music system. (event to be discussed with Trustees on Monday 1st Feb 2016)

7. Community Groups

7.1 Clubhouse (Kitchen) Notice to users to be checked, ref to Insurance cover appears incorrect. Matter with DPML Insurers *Action GN*

7.2 Swimming Group (Safety Issues)

7.2.1 investigate fitting 'finger guards' to pool doors

Quotes obtained, confirming which door with resident before placing order

Action GN

7.2.2 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*

7.3 Cricket Group – Trustees advised Residents Group looking to 'reform' and launch Cricket Community Group have sought support in respect of facilities (i.e. – nets etc) which are need of upgrade / replacement . *Action JG*

7.4 Bowls Group – Trustees advised Bowls Group looking to reform after 12 months inaction due to issues with heavy mat. Possible change of day (to a Wed) when help could be provided to Group with laying out of mat. Matter with organiser (Iris Lyon and Estates Manager) *Action GN*

7.5 Power Pilates Class (Increased number of classes)

Existing organiser seeking to establish new Power Pilates at Clubhouse as an early morning session. EM. to approach Community Group , Exercise & Social Chair Group (Jeff Prest) to see if this should come under their umbrella
Organiser advised sessions could go ahead commencing late Feb 2016 (3x sessions each Tuesday) subject to normal Community terms & conditions.

COMPLETED

7.6 39/45 Club – Payment of Lodge Fees

The Club Chair has written to the Trustees seeking to have the Lodge room hire dropped or DPML to justify their continued charge. No room hire costs have been paid by the 39/45 Club for the preceding 12 months.

7.6.1 The Trustees have confirmed the charge remain in place and outstanding room hire charges be paid. A letter to be sent to the 39/45 Club Chair confirming situation. *Action GN*

8. Communications.

8.1 Check if any “sponsorship” income from Park News was being obtained to off-set publishing costs Action GN

8.2 Various residents’ communications in respect of new “sleeper” flower beds noted and it was felt the existing programme should be completed. Input from gardening Club on plant types to be used was welcomed. Action GN

9. A.O.B.

9.1 Response to Resident(s) letter in respect of changes to Bylaw 2.3.

Two separate communications had been received on the matter to date and a response sent on behalf of Trustees. Action GN/Trustees

9.2 Trustee agreed to £50 donation to British Heart Foundation in lieu of the Heart Start Team (training) provided in 2015. Action GN

9.3 Trustees to consider matter of any future DPML Xmas party / staff gratuity /bonus at next meeting. Action Trustees

9.4 John Gilbody raised the following : When the then Chairman of the trustees stood down after three years at the helm in 2014, the trustees at the time sanctioned a gift of £100 on behalf of DPML residents for his outstanding contribution and hard work he had put in during some difficult times for DPML. In November 2015, the trustees received a question from an employee / resident that although the then Chairman was thanked for his outstanding contribution, the Trustees had failed or forgot to mention the gift (paid for by DPML funds) to the then Chairman upon his retirement, to residents.

The trustees undertook this decision to sanction the gift on behalf of all residents and DPML at the end of the last Trustee meeting before the 2014 AGM without the then Chairman knowing about it, as they wanted it to be a surprise. Because of this, it was not minuted in those minutes or the 2014 AGM minutes but it was recorded in the 2014 statutory accounts year ending September 2014.

This was an oversight that the current Trustees would like to rectify and would like it minuted that the gift did happen. The gift was given in good faith and it was NOT intentional that this was not recorded in any minutes. Action GN

9.5 Recent sweeping of road & footpath within estate to be followed-up with call to CW&C Council on annual programme to be shared with residents for them to make their own representation. Produce a ‘standard’ letter which could be used by DPML / residents for the purpose Action GN

9.6 Trustees to respond to Residents letter (F. Stewart) Action GN/JM

9.7 The Trustees agreed to discuss the feasibility of staff meetings at the next Trustee Meeting

9.7 Confirm date of next Community Group Meeting for DS & GN to attend
Date confirmed as 9th February 2016 -7.30pm

- 10 Date & Time of Next Meeting - Monday 21st March 2016 (7pm)
Venue (tbc)

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