

Minutes of Trustee Meeting: Tuesday 19th April 2016

Present: John Gilbody (JG), Carla Brown (CB), Darren Shepherd (DS),

Ian Sharp (IS), John Muir (JM)

Apologies

1: AGENDA ITEMS:

Minutes of meeting held on 14th March 2016 - 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.

The Estate Manager had resigned so there was no report given. The following reports would be obtained for the next meeting.

Budgets

Bar:

R&M

Gardening Matters

3: STAFFING ISSUES.

A signed letter of the majority of staff regarding the Confidentiality Agreement was handed to the Trustees for discussion. It was agreed that a response to the letter would be written and issued to all staff who had signed this.

Action : All

National Living Wage

A letter was given to the trustees regarding the NLW increases regarding pay differentials. It was agreed that this would be looked at ASAP with the intention that if any further increases for staff were made these would be back dated to the date of the introduction of the NLW.

As commented in the previous minutes, it is inevitably that the introduction of the NLW will lead to an increase in the overall wage bill. It was agreed to try and look forward to see if these increases were sustainable / unsustainable and to look what can be done over the coming years within the current structure of DPML.

Action CB / JM

To help with the any decisions being made in this area, the Trustees need to know who does what within the DPML structure regarding the office staff. How this information will be gathered will be discussed with the office administration team.

Action All / JG

4: PLANNING ISSUES.

17 DPWE - The proposal and preliminary drawings for the extension over the garage raised concerns in respect of scale, visual impact, style, loss of light and privacy to neighbouring properties. Following consultation with CW&C, who have similar concerns, the final decision to be made pending receipt of definitive architectural drawings.

4 Copperwood - Planning permission has been granted by CW&C. Plot Holder to be asked to confirm agreement has been reached with the neighbour regarding construction at property boundary following consultation

7 The Stiles - The proposed extension to the property to be approved with the inclusion for compliance with the letter specifying rectification of the hedge planting.

2 The Dell - The proposal for Tree Felling to be approved in retrospect. The proposed extension to the garage to be approved; proposal for grey coloured window and door frames and through drive way to be rejected on the grounds of not being in keeping with the character and general style of the neighbouring properties.

51 DPWW - A response to the e-mail from the plot holder questioning the decision of the Trustees regarding the extension to their driveway to be drafted explaining the rational supporting the decision and related actions taken by trustees.

5: COMMUNITY GROUPS

39/45 Club – A response to be sent to the 39/45 club was agreed.

Action DS

6: ESTATES MANAGERS DEPARTURE.

The trustees discussed the sudden departure of the Estates manger Mr Gary Newberry and would like to put on record that we thank him for all the work he had done for DPML.

His sudden departure has taken everybody by surprise and has placed DPML in a difficult situation. It was agreed as a temporary measure, that areas of responsibility will be split amongst the trustees.

9: A.O.B.

1: Recruitment for the replacement Estates Mangers role will be sorted by CB with help from all trustees. Once the closing date is over a pre meeting will be arranged to initiate interviews etc.

Action: CB, All

2: Re damage to plant in Urn outside the clubhouse in 2015. The Estates Manger was trying to come up with an amicable solution to this matter without it going public. Final letter to be sent to the individual concerned trying to resolve the matter.

Action JG

Date & Time of Next Meeting - To be confirmed.