

Minutes of Trustee Meeting: Monday 12th December 2016

Present: Paul German(PG), Carla Brown (CB), Darren Shepherd (DS),

Ian Sharp (IS), John Muir (JM), Steve Hayes (SH)

Apologies. None

1. MINUTES

Minutes of meeting held on 10 October 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 presented his report and the following was discussed:

Repairs and maintenance - particularly the repairs to boilers.

Bar – The Bar Development Group was raised and it was decided that CB, JM and DS would meet with them to clarify the role and structure going forward. This was following guidance from the Accountants around governance, Corporation tax and VAT issues.

Staffing – it was agreed that a review of the current roles and responsibilities of the Reception staff be carried out by the Estates Manager and a report containing options be presented for discussion at the 2017 AGM. It was further agreed to award a small increase to the Assistant Bar Manager and Gardeners in order to restore differentials following the recent minimum wage increases.

Gardening matters – an update was given on the Lagoons project. In addition, it was agreed that SH would develop a winter works programme for the Gardeners which included re-instatement of the tree programme, leaf collection and edging of amenity land grass verges.

3. BUDGET REVIEW

The budget was discussed and it was noted that the current financial position was on target to deliver a small surplus at financial year end. Some of this surplus would go towards the provision of new play equipment and a refurbished play area.

A draft 5 year capital plan was submitted for consideration and a phased programme of works was discussed.

4. PROJECTS.

Pool Hall, plant room and changing rooms – Hopkins Coats are now progressing with detailed drawings and tender document preparation. Slab tests were undertaken in November as part of the required information for tenderers. However, because of the delay in issuing of drawings and documentation and the Christmas closedown of many contractors it is now anticipated that work is unlikely to commence before mid February 2017.

Hyprolyser – the equipment is now installed and working well.

IT upgrade – now mostly completed. Training on the website to take place in January.

Tennis Court lights – quotes have been received for replacing the existing lights with LED specification and a review of the columns supporting the lights will be carried out by the Estates Manager. DS to provide information on columns from local supplier.

Play Area – the Trustees agreed to the replacement of the damaged equipment and to upgrade the existing play area based upon a scheme submitted by Playdale. It is anticipated that the newly refurbished play area will be completed in February 2017. Plans will be displayed in the Clubhouse and on the website.

5. FORTHCOMING EVENTS

The Children's Christmas party was successful but it was noted that a number of 'no shows' could have precluded other children from attending. Further volunteers to help staff this event would be welcome.

The Christmas and New Year's events were now booked in.

6. COMMUNITY GROUPS.

No issues

7. COMMUNICATIONS

The December issues of Park Talk and Bar Talk have been circulated and Trustees were pleased with the content.

8. A.O.B.

A discussion was held over the level of service that DPML receives from our current legal service providers (Chambers Fletcher) and it was agreed that following a tender process they be replaced by Rowlinsons. A meeting will be held early in the New Year to discuss transition arrangements.

JM and CB have looked into the implications of Mutual Trading status for DPML and have concluded that it is the best model for Delamere Park going forward. This follows advice given by Sawyer Quine accountants.

SH to look into the legal position regarding the installation of vending machines in the reception area to augment service levels outside bar hours.

The Trustees agreed to send a letter of objection regarding the planning application submitted by Delamere Manor.

The proposal for a new Trustees and Staff notice board was approved.

Date & Time of Next Meeting – Monday 6th February 2017 at 7pm