

Minutes of Trustee Meeting: Monday 10th October 2016

Present: Paul German(PG), Carla Brown (CB), Darren Shepherd (DS),
Ian Sharp (IS), John Muir (JM), Steve Hayes (SH)

Apologies. None

1: TO ELECT A NEW CHAIRMAN

John Muir was unanimously elected Chairman

2. TO AGREE TRUSTEE RESPONSIBILITIES

The Trustees agreed the division of responsibilities in accordance with the attached document.

3. MINUTES

Minutes of meeting held on 12 July 2016 - these were agreed as a true record and there were no matters arising that are not considered elsewhere on the Agenda.

Changes to the draft SGM minutes of 12 July 2016 were also agreed as per JM and IS revisions.

The draft AGM minutes of 22nd September were agreed as per JM's changes.

4. ESTATE MANAGERS REPORT

The Estate Manager presented his report and the following was discussed:

Repairs and maintenance - particularly the backlog maintenance issues and new PPM contract.

Bar – The bar development group was raised and it was decided that CB and DS would meet with them to discuss the role and structure going forward.

Staffing – it was agreed that a review of the current roles and responsibilities of the reception staff be carried out by the Estates Manager

Gardening matters – an update was given on the Lagoons project. In addition it was agreed that DS and SH would meet to outline a winter works programme for the gardeners.

Residents questionnaire – it was agreed that a new questionnaire should be prepared in the Spring following completion of the pool hall, plant room and changing room upgrade, in order to ascertain residents views and inform future projects.

5. 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.

6. PROJECTS.

Pool Hall , plant room and changing rooms – Hopkins Coats are now progressing with detailed drawings and tender document preparation. Computerised images of new changing facilities to be displayed on notice boards when available.

Hyprolyser – the equipment is currently being manufactured and installation is scheduled for the end of October.

IT upgrade – quotes are being obtained for upgrading the existing IT hardware and software

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

7. FORTHCOMING EVENTS

The Bonfire Night is scheduled for Saturday 5th November, the Children's Christmas Party will be held on the 11th December 2016.

8. COMMUNITY GROUPS.

The issue of 39/45 group meeting in the Lodge and subsequent domestic arrangement was discussed.

10. COMMUNICATIONS

It was agreed that Park Talk would resume with an edition proposed for early December highlighting the progress with building upgrades and detailing dates for future events. It was further agreed that this would be produced in black and white to save on printing costs and that a number of copies could be emailed thus reducing costs further. PG and JM would help with the editorial contribution.

11. 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 quotes be sought from other companies to see if better value for money could be obtained elsewhere. CB to send draft tender specification to SH who will then seek comparable tenders.

Security of office – SH to consider what access is needed to Estate Managers office after office hours and whether this can be better secured in the future.

JM and CB to look into the implications of Mutual Trading status and report back.

Date & Time of Next Meeting – Monday 12th December 2016 at 7pm