

## **Minutes of Trustee Meeting: Friday 15<sup>th</sup> June 2018**

**Present: Carla Brown (CB), Paul German (PG), Andrew Bryson (AB)**

**Steve Hayes (SH), Darren Shepherd (DS)**

**Apologies : None**

### **1. MINUTES**

Minutes of meeting held on 23<sup>rd</sup> April 2018 - these were agreed as a true record and there were no other matters arising that are not considered elsewhere on the Agenda

### **2. ESTATE MANAGERS REPORT**

The Estate Managers report was presented and an update was given on the recent maintenance issues including the painting of the external fascia boards and the electrical category 2 repairs following the annual electrical inspection. Generally it was agreed that the PPM regime was effective in flagging up issues before they became significant.

### **3. STAFFING**

Trustees noted that a new pool of Receptionists had been recruited and cover was now in place for holidays, sickness etc.

A recent investigation into a breach of confidentiality was discussed and Trustees agreed to organise a disciplinary hearing for the staff member concerned.

**Action – EM and CB to arrange disciplinary hearing**

### **4. BUDGET REVIEW**

The figures for the financial year up to end of May were discussed. It was agreed that a temporary halt to spending on capital items would be prudent until later in the year to monitor seasonal fluctuations in spending patterns.

It was also noted that extra costs have been incurred due to employing contract cleaners to cover for the long term sickness of Mark Young and that a new increased National Minimum wage had come into force and employer contributions to staff pensions had also risen.

A meeting is to be arranged with the Accountant in July to plan next year's budget. Trustees also agreed to a new coding structure which will simplify and make more transparent the current procedure.

**Action – Arrange suitable date for meeting with accountant**

## **5. PROJECTS.**

Trustees are now considering the following new projects as funding becomes available and will discuss priorities:

Air conditioning units in the bar area

A sum towards eventual roof replacement

Upgrade of reception area and notice boards.

**Action – EM to pause projects till later in year**

## **6. FORTHCOMING EVENTS**

Gala day scheduled for 7<sup>th</sup> July. World Cup and Wimbledon event scheduled for 15<sup>th</sup> July.

## **7. COMMUNITY GROUPS.**

There was a discussion on the role and contribution of sports groups within the Community Group umbrella and it was agreed to discuss at the next Community Group forum.

**Action – Agenda item to discuss Sports groups at next Trustee meeting**

## **COMMUNICATIONS**

PG to investigate and develop a suitable CRM (Customer Relations Management) package so as to better log and follow up all residents' communications and concerns.

**Action – PG to develop CRM package**

## **9. A.O.B.**

Planning – An updated schedule was issued so that the responsible Trustees are aware of current planning issues so full consideration can be given to them.

Gardening – the SGM result were discussed and Trustees agreed to appoint 3 nominees to a committee to oversee the grounds maintenance of the estate.

**Action - EM to write to successful nominees**

Lodge Building – Trustees agreed a draft Management Agreement be put to Robins / Squirrels to resolve the future usage of the building. Discussions with both parties ongoing.

**Action – Write back to Squirrels asking for clarification of their costs.**

Annual General Meeting – Trustees advised that the next AGM was to be held on Thursday 13<sup>th</sup> September

**Action – EM to arrange appropriate notifications**

Date & Time of Next Meeting – Monday 16th July at 7pm.