

Minutes of Trustee Meeting: Thursday 15th March 2018

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

John Muir (JM), Steve Hayes (SH), Darren Shepherd (DS), Denis Stevenson (Rowlinsons)

Apologies: None

The meeting commenced with the Trustees taking advice from Rowlinsons Solicitors on various planning and legal matters.

1. MINUTES

Minutes of meeting held on 19th January 2018 - these were agreed as a true record and there were no other matters arising that are not considered elsewhere on the Agenda

Action – Trustees to consider targets for EM

2. ESTATE MANAGERS REPORT

The Estate Managers report was presented and an update was given on the recent electrical inspection and it was advised there were a number of category 2 repairs were required following the inspection. It was also advised we are awaiting quotes for the painting of the external fascia boards.

Action – EM to progress electrical repairs

3. STAFFING

Trustees noted that temporary cover had been arranged for Mark Young, cleaner, who was on long term sick leave.

A grievance from a receptionist was considered and Trustees instructed SH to follow up as per agreed DPML procedures

Trustees agreed to the appointment of Karen Harrison as Office Manager with immediate effect. This role was to be added to her finance responsibilities.

Action – EM to follow up on grievance notice

Action – EM to issue email to staff advising of the appointment of Office Manager

4. BUDGET REVIEW

The figures for the financial year up to end of February 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.

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

A contribution towards a film projector

Upgrade of reception area and notice boards.

Action – EM to pause projects till later in year

6. FORTHCOMING EVENTS

The next planned events are the Allo Allo night scheduled for 17th March and the Pandas Can't Dance event scheduled for 14th April

7. COMMUNITY GROUPS.

There was information from DS regarding the establishment of an activities group to support the bar manager in the arrangement of new events

8. 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.

Trustees viewed and approved a welcome pack for new residents developed by the Receptionists. This was much more comprehensive than previous packs.

Action – PG to develop CRM package

Action – EM to introduce new welcome pack

9. A.O.B.

Planning – An updated schedule was issued so that the responsible Trustees are aware of current planning issues and can give full consideration to them. Advice given by Rowlinsons would greatly assist the Trustees in the application of planning policy.

Action – PG and AB

Bar – CB updated on a meeting held with the bar manager and discussed with fellow Trustees bar performance. This would be reviewed at regular monthly meetings.

Action – CB and DS

Gardening – a report compiled by PG and SH was discussed and it was agreed that an SGM be held to determine the future arrangements .

Action EM to arrange SGM

Date & Time of Next Meeting – Monday 23rd April at 7pm.