

## **Minutes of Trustee Meeting: Monday 16<sup>th</sup> July 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 15<sup>th</sup> June 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 preparation of the final snagging list for Hopkins Coats as the defects liability period expires in September. Various staffing and budget issues were discussed and details are outlined below.

### **3. STAFFING**

A recent investigation into a breach of confidentiality was discussed and Trustees held a disciplinary hearing for the staff member concerned. A written warning was issued which the staff member has appealed. The appeal will be heard by the Chairman.

**Action – PG to conduct appeal hearing**

### **4. BUDGET REVIEW**

The figures for the current financial year 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 took place with the Accountant in July to plan next year's budget. Trustees approved the final draft which proposed new Plot Fees. These will be presented to residents at the AGM.

**Action – EM to arrange for budget details to be included in AGM paperwork.**

## **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**

Garden Safari and Scarecrow Trail scheduled for 9<sup>th</sup> September.

## **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 – EM to request Community Group discuss all groups framework arrangements at their next 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 Trustees were advised as to the progress of the Gardening Steering Group in revising the grounds maintenance specification.

Lodge Building – Trustees agreed the final draft of the Management Agreement and a set what they considered to be a fair rent in an attempt to cover some of the Lodge running costs.

**Action – Write back to Squirrels and Robins confirming details of the Agreement and rent.**

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 20<sup>th</sup> August at 6pm.