

## **Minutes of Trustee Meeting: Friday 17th November 2017**

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

**John Muir (JM), Steve Hayes (SH)**

**Apologies: None**

### **1. MINUTES**

Minutes of meeting held on 9<sup>th</sup> October 2017 - these were agreed as a true record subject to item 3 being amended to 'Trustees had dealt with a disciplinary matter outside the main meeting' 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 purchase of a new chiller unit for bar cellar and also on the outstanding issues from the pool hall renovations. A detailed specification for the roof works was carried out and quotations sought for a full roof replacement. The main point arising that existing tiling could be used once battens and felt was replaced and be supplemented by new tiles but with a greater overhang to prevent lifting and further leaks. This would be more economical than previous proposals. Staffing matters were discussed (see below) and in addition the Bar Manager's review meeting was discussed and progress against targets considered. Following on from last year's discussion at the AGM the gardening situation was reviewed, and it was agreed that PG and SH draw up a detailed proposal for residents to consider their future gardening requirements.

### **3. STAFFING**

Trustees were updated about a disciplinary matter involving non notification of absence and agreed arrangements for a hearing to take place.

Reception – it was noted that Marg Willis had tendered her resignation with effect from end of November and Greta Roper with effect from end of December. Two new receptionists have been recruited. Trustees agreed to hold meetings with various staff groupings i.e. bar, gardeners and reception. Dates to be agreed.

It was agreed the bar manager could recruit new staff but that it be open to candidates who live off the park as well as residents.

### **4. BUDGET REVIEW**

We are still awaiting the first month figures from the accountant but when received they will be circulated as agreed. It is anticipated that the revenue budget will show a small surplus for the year.

Trustees are now considering new projects as funding becomes available.

### **5. PROJECTS.**

Roof replacement – see above.

Tennis courts – these have been chemically cleaned and treated with algaecide to prevent moss growth. New LED floodlights and extra sockets are due to be installed by mid December.

Bar air conditioning – new proposals were being considered for upgrading the current ventilation system in the bar lounge areas.

## **6. FORTHCOMING EVENTS**

The next planned events are the Christmas and New Year parties. The bar manager is currently planning these events.

## **7. COMMUNITY GROUPS.**

No meeting had taken place.

## **8. COMMUNICATIONS**

AB and PG reported on the recent Trustees surgery which was well received by residents and announced plans for further surgeries in the future. It was acknowledged that this has helped to improve communication.

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

Planning – An updated schedule was issued so that the responsible Trustees are aware of current planning issues.

Rowlinsons – The advice received from Rowlinsons regarding the enforceability of covenants and byelaws was considered. Further discussions to take place.

I.T. – improvements to current IT requirements were discussed and it was agreed AB would lead on providing solutions to current issues.

Date & Time of Next Meeting – Monday 18<sup>th</sup> December at 7pm. The Estate Manager not required to be present at this meeting.