

## **Minutes of Trustee Meeting: Monday 19th June 2017**

**Present: Carla Brown (CB), Darren Shepherd (DS), Ian Sharp (IS)**

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

**Apologies. Paul German**

### **1. MINUTES**

Minutes of meeting held on 8 May 2017 - these were agreed as a true record and there were no 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 building project currently underway and the recent electrical works including fitting of new LED lights to the pool area and in addition an update on the PPM checks including compliance with legionella protocols. Staffing matters were discussed (see below) and also the Bar Manager's review meeting was discussed and progress against targets considered.

### **3. STAFFING**

Admin Assistant (Finance) – it was agreed that the post soon to be vacated by Marjorie Landells would be advertised and that agency staff could be recruited as a temporary measure in the event of any delay in a permanent appointment. The Trustees recognized the contribution made by ML over the years.

### **4. BUDGET REVIEW**

The budget was discussed and it was noted that the current financial position was broadly on target. The main capital items are now listed separately from the revenue budget and include:

Refurbishment of the patio area; Removal of asbestos and refurbishment of the Lodge; New play area; Major upgrade of pool hall, changing rooms and plant room; Tiling of pool tank.

Trustees considered the draft 5 year projection from the Accountant taking into account cost pressures on revenue and capital items. Trustees asked for the plan to be refined in a number of areas with a view to recommending contribution fees in future years.

### **5. PROJECTS.**

Pool Hall, plant room and changing rooms – work is well underway now and all changing rooms are currently having new flooring and sanitary fittings installed. The steel framework is now in place and the roof void has been boarded out to make future maintenance safer and more accessible. Work to install the AHUs will commence shortly. The pool tank is scheduled for re-tiling on 18<sup>th</sup> July.

Play Area – we are due to commence installing new perimeter boarding and top up of infill to complete this project.

Lagoons – the pump mechanism is now working again and the excessive algae growth being removed. A group of residents are helping with planting up the new terracing.

## **6. FORTHCOMING EVENTS**

The next planned event is the Gala Day is scheduled for 9<sup>th</sup> September. Planning meetings are to be held shortly. Trial screenings of the Lions Tour test matches are taking place in the bar.

## **7. COMMUNITY GROUPS.**

Nothing outstanding

## **8. COMMUNICATIONS**

The Trustees discussed the recent IT upgrade and agreed on further refinements to maximise the use and benefits of the current system.

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

The date for the 2017 AGM was confirmed as Thursday 21<sup>st</sup> September.

The fire exit door from the bar was discussed following representations from a resident as to the extent it was considered a security issue and whether the card access system was sufficient in its current form.

Date & Time of Next Meeting – Monday 7<sup>th</sup> August 2017 at 7pm