

Minutes of Trustee Meeting: Monday 20th August 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 16th July 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 problems with the header tank feeding the showers and the rubber ball forced into the pool circulation pipework causing the circulation pump to burn out. It was noted that the PPM regime continues to identify maintenance issues before they become significant. The tennis court net cable had been replaced. 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 was heard by the Chairman and the original decision upheld.

It was noted that the bar manager was looking to recruit an extra member of staff and a trial shift was approved by Trustees before final confirmation of appointment could be finalised.

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.

A meeting took place between CB and the bar manager at which details of next year's bar budget were discussed.

Trustees approved the final draft of the 2018/19 budget 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.

The use of the Lodge building was again discussed.

Action - PG to send letter to Squirrels requesting clarification of business plan and their planned response to OFSTED inspection concerns.

Action – EM to pause projects till later in year

6. FORTHCOMING EVENTS

Garden Safari and Scarecrow Trail scheduled for 9th September. Soul Night scheduled for October.

7. COMMUNITY GROUPS.

A new junior art group initiative was approved.

There was a discussion on the role and contribution of sports groups within the Community Group umbrella and it was agreed to send a paper for discussion to the next Community Group forum on September 20th.

Action – EM to request Community Group discuss community groups framework arrangements at their next meeting and their links to the byelaws.

COMMUNICATIONS

The Chairman's annual report was agreed for presentation at the AGM.

Action – PG to send article for newsletter

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 and the in particular the issuing of a new Summer works schedule.

Lodge Building – Trustees agreed the final draft of the Management Agreement and a set what they considered to be a fair rent 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 13th September

Action – EM to arrange appropriate notifications

Date & Time of Next Meeting – Friday 28th September at 10am