

Minutes of Trustee Meeting: Monday 20h March 2017

Present: Paul German(PG), Carla Brown (CB), Darren Shepherd (DS),

Ian Sharp (IS), John Muir (JM), Steve Hayes (SH)

Apologies. None

1. MINUTES

Minutes of meeting held on 6 February 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

No written report was presented at this meeting because of the recent EGM work but a verbal report was given.

3. STAFFING

it was agreed that in view of the forthcoming increase in the NLW from April 2017 that all staff who do not fall into that pay category would have their pay differentials restored and that any increase would be backdated to April 2017. The gardening staff have already been awarded an increase so this would not apply to them.

Bar manager – it was agreed that following a review a series of measurable targets based on the job specification would be introduced. These would be reviewed at regular monthly meetings with the Estates manager who would act as an intermediary between the Bar Manager and the Bar Trustees.

4. BUDGET REVIEW

The budget was discussed and it was noted that the current financial position was broadly on target. It was agreed that the accountant be asked to distinguish between revenue and capital items (such as the newly installed play area and fees for project consultants) as the current arrangement distorts the true picture.

5. PROJECTS.

Pool Hall, plant room and changing rooms – Hopkins Coats have now issued a letter of appointment to Trentons (the successful tenderer) and the first planning/project meeting is scheduled for 22/3/17. It is hoped that a full project plan and timetable for works will be available shortly.

Play Area – the Trustees approved the replacement of old obsolete equipment and to upgrade the existing play equipment at the last meeting. It is now fully installed and in use.

6. FORTHCOMING EVENTS

The next planned event is an Easter Treasure Hunt scheduled for 8th April. This is a joint DPML and Squirrels event.

7. COMMUNITY GROUPS.

The Community Groups met on Tuesday 21st March and we are currently awaiting the minutes.

8. COMMUNICATIONS

The Trustees have agreed a new procedure whereby all correspondence emailed directly to them will be acknowledged by the Estates Manager and a response provided by the Trustees within 14 days.

9. A.O.B.

The forthcoming meeting with the accountant, Trustees and the BDG was discussed (scheduled for 27th March) and it was reiterated that DPML had to abide by the advice of their financial advisor with regard to charging for functions i.e. that VAT would be applied to ticket prices and all transactions to go through the books.

It was also agreed that PG would respond directly to the complaint raised by Cathie Lawrenson with the offer of a face to face meeting.

The draft minutes of the SGM held on 14th March were approved for display on the notice board and it was further agreed that they be dispatched by email to residents.

Date & Time of Next Meeting – Monday 8th May 2017 at 7pm