

## **Minutes of Trustee Meeting: Friday 28<sup>th</sup> September 2018**

**Present: Paul German (PG), Andrew Bryson (AB), Sheila Bowker (SB), Mary Long (ML)**

**Steve Hayes (SH), Barbara Dymond (BD)**

**Apologies : None**

### **1. MINUTES**

Minutes of meeting held on 20<sup>th</sup> August 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 sink hole which appeared in The Burrows (now repaired) and the commencement of remedial works carried out by Hopkins Coats / Trenton's as required under the poolroom upgrade contract. It was noted that the PPM regime continues to identify maintenance issues before they become significant. Various staffing and budget issues were discussed and details are outlined below.

### **3. STAFFING**

It was reported that PK has now reduced her office hours from 12 to 6.

It was noted that the bar manager was looking to recruit an extra member of staff and has sought permission of Trustees before final confirmation of appointment could be agreed. Further AB is dealing with an issue of a member of staff who is concerned over her lack of bar shifts.

### **4. BUDGET REVIEW**

The figures for the current financial year were discussed. It was noted that there will be a small overall loss on last year's accounts due mainly to the temporary appointment of contract cleaners covering a long-term sickness period.

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

Invoices have been issued to all plot holders.

## **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.

## **6. THE LODGE**

The use of the Lodge building was again discussed. PG and AB explained the background for the benefit of the new Trustees

**Action - PG to set up a working group to help resolve the issues regarding Management Agreements for both Squirrels and Robins**

## **7. FORTHCOMING EVENTS**

Next events planned are the Sunday Lunch scheduled for 14<sup>th</sup> October and the Super Quiz night on 20<sup>th</sup> October. The Bonfire is scheduled for Saturday 10<sup>th</sup> November.

## **8. COMMUNITY GROUPS.**

Following the AGM it was agreed that a working group be established to try to reconcile the differences in the structure of community groups as defined by both the byelaws and the community group framework.

As a prelude to this Elizabeth Hill has drafted a questionnaire for groups to complete giving baseline information. ML was appointed as Trustee with responsibility for community groups.

**Action – PG to email residents asking for suitable residents to take part in working group to review framework and links to the byelaws.**

## **9. COMMUNICATIONS**

ML and PG to be the Trustees looking after communications.

## **10. A.O.B.**

Planning – An updated schedule was issued so that the responsible Trustees (ML and SB) are aware of current planning issues and that 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 reviewed the new Winter programme. BD to be lead Trustee for amenity lands.

**Action – Monthly schedule to be reviewed at a regular weekly meeting and published to residents.**

Holidays – SH on leave from 11<sup>th</sup> to 21<sup>st</sup> October

Tree dispute – Trustees were brought up to date with the latest situation regarding the resident issue over trees adjacent to her property and the subsequent case conference in Chester. The case was referred for mediation on 22<sup>nd</sup> October. BD suggested that we should attempt to find a mutually agreeable resolution and made all aware of the potential insurance implications.

**Action – SH to investigate whether the land in question is a service strip**

Date & Time of Next Meeting – Friday 2<sup>nd</sup> November at 10am