

# **Minutes of Trustee Meeting: Monday 5<sup>th</sup> November 2018**

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

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

**Apologies : Andrew Bryson (AB)**

## **1. MINUTES**

Minutes of meeting held on 28<sup>th</sup> September 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 Burco boiler in the kitchen and the installation of an extra light in the car park to supplement the existing timeclock operated one. 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.

Bar cleaning issues were discussed and the recent deep clean of the kitchen area (including extract unit) was noted.

## **3. STAFFING**

It was reported that AB had met with CW following the receipt of a written complaint.

There was a discussion on the implications following the sudden resignation of JF. It was resolved that the estates manager and chairman would meet with JF to attempt to ascertain the reasons behind this.

**Action – SH and PG to arrange meeting with JF**

## **4. BUDGET REVIEW**

The figures for the last financial year were presented and discussed. It was noted that there was a shortfall on the revenue budget mainly attributable to the payment to Trenton's being brought forward into the 2017/18 year. This situation was rectified very early in the current financial year 2018/19.

## **5. PROJECTS.**

Trustees discussed possible projects and were updated on the issues surrounding the condition of the roof and the requirement for cooling in the bar area.

**Action – Trustees will review potential projects early in the new year including the following:**

Air conditioning units in the bar area

A sum towards eventual roof replacement

Upgrade of reception area furniture and notice boards.

## **6. FORTHCOMING EVENTS**

Next event planned is the Bonfire which is scheduled for Saturday 10<sup>th</sup> November. Preparations were discussed and Trustees requested a message be placed on the website information page reminding residents and children to properly extinguish sparklers in sand bucket.

**Action – SH to place message on website**

## **7. 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.

Also this working group would establish an agreed mechanism for charging community groups for use of DPML facilities

**Action – PG and ML to hold meeting with new group on November 15th.**

## **8. COMMUNICATIONS**

PG explained the current system for logging comments and complaints and explained that he is looking to institute an automated system which will streamline the current process.

**Action – PG to introduce web based comments system**

Tree dispute – Trustees were brought up to date with the latest situation regarding the resident issue over trees near to her property and the subsequent case conference in Chester. It was noted that following mediation an SGM would be held to finally determine the outcome.

## **9. 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. PG explained the background to the current dispute between a resident and DPML over the use of the compound and how this was impacting on revenue.

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

Date & Time of Next Meeting – 6<sup>th</sup> December at 4.30pm