

Minutes of Trustee Meeting: Monday 6th February 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 12 December 2016 - 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 Manager presented his report and the following was discussed:

Repairs and maintenance - particularly the repairs to Squirrels / Lodge and replacement of pool circulation pumps. In addition the current condition of the roof was discussed.

Bar – The bar development group was discussed and it was resolved that the bar manager would be asked to form a new group to organise and support events and levy the appropriate fees. This was following guidance from the accountants around governance, Corporation tax and VAT issues. Residents were to be emailed to ask if they were interested in being involved with the new group.

Staffing – it was agreed that from Christmas 2017 that bar staff will be paid standard hours in accordance with their existing terms and conditions.

Gardening matters – an update was given on the winter works programme that is now in operation which includes the re-instatement of the tree pruning programme, leaf collection and the edging of amenity land grass verges.

3. BUDGET REVIEW

The budget was discussed and it was noted that the current financial position was on broadly on target. It was agreed that funds would go towards the provision of new play equipment and a refurbished play area and this would be supplemented by a £3000 grant from the local council. There was unexpected expenditure on the Lodge / Squirrels building.

4. PROJECTS.

Pool Hall, plant room and changing rooms – Hopkins Coats have now issued and are reviewing all received tender documents. All being well projected start date on site is 20th March 2017. The programme will last a minimum of 8 weeks and involve some disruption to the reception area.

IT upgrade – completed. All PCs networked and operating Office 365.

Play Area – the Trustees approved the replacement of old obsolete equipment and to upgrade the existing play equipment at the last meeting. It is anticipated that the newly refurbished play area will be completed in March 2017. Plans are on display in the clubhouse.

5. FORTHCOMING EVENTS

The next planned event is a Karaoke evening scheduled for 25th February. This will be a free event. The bar manager is currently looking towards special events for the Easter period.

6. COMMUNITY GROUPS.

The Community Groups met on Tuesday 31st January at which the User Group Framework was discussed and revised. The new guidance will be going out to individual groups shortly with the aim being to standardise the procedure and bring consistency to how the groups operate.

It was also agreed that a review of the attendances by the various groups be carried out and results presented to Trustees at the next meeting.

7. COMMUNICATIONS

The next issue of Park Talk is scheduled for early March and the deadline for articles set at 17th February.

8. A.O.B.

A new deposit structure for the function room was discussed but Trustees decided to keep the existing arrangements.

The lease for Squirrels was considered and a meeting scheduled for 8th February to explore options was organised.

Date & Time of Next Meeting – Monday 20th March 2017 at 7pm