

Minutes of Trustee Meeting: Monday 7th August 2017

Present: Carla Brown (CB), Paul German (PG), Ian Sharp (IS)

John Muir (JM), Steve Hayes (SH)

Apologies: Darren Shepherd

1. MINUTES

Minutes of meeting held on 19 June 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

The Estate Managers report was presented and an update was given on the building project currently underway and the recent minor roof leaks and subsequent repairs. Also the service visits by Lodge Security were reviewed. Staffing matters were discussed (see below) and in addition the Bar Manager's review meeting was discussed and progress against targets considered.

3. STAFFING

Admin Assistant (Finance) – it was noted that the post for Admin Assistant (Finance) had now been filled and that Karen Harrison has been appointed with effect from 1st September 2017. The Trustees wished her success in the new post.

4. BUDGET REVIEW

The budget was discussed and it was noted that the current financial position was still on target for a small surplus in the revenue account.

On the capital account the following major projects have been completed: Refurbishment of the patio area; Removal of asbestos and refurbishment of the Lodge; New play area; Major upgrade of pool hall, changing rooms and plant room; Tiling of pool tank.

Trustees considered the 5 year budget projection from the Accountant taking into account cost pressures on revenue and capital items. Trustees accepted the recommendations of the accountant as regards to the plot fees for next year and agreed to submit them to the AGM for approval.

5. PROJECTS.

Pool Hall, plant room and changing rooms – work is now almost complete. The changing rooms are being cleaned and fitted out with benches, mirrors, hair dryers etc. Work to install the AHUs and new boilers is complete. The commissioning of these items of plant is scheduled for week commencing 14th August. The pool tank has been re-tiled and re-filling commenced on 7th August.

Play Area – now that new perimeter boarding has been installed the infill material topped up this project is considered complete.

6. FORTHCOMING EVENTS

The next planned event is the Gala Day is scheduled for 9th September. Planning meetings are currently being held. There are also bar events planned including a Gin Tasting and Indian Cuisine Evening.

7. COMMUNITY GROUPS.

Nothing outstanding. Focus is on the Gala Day. Insurance and first aid cover has been arranged.

8. COMMUNICATIONS

Next newsletter is scheduled for September. Deadline for inclusion of articles is 18th August .

9. A.O.B.

The date for the 2017 AGM was confirmed as Thursday 21st September.

Date & Time of Next Meeting – Monday 18th September 2017 at 7pm