

Minutes of Trustee Meeting: Monday 8h May 2017

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

John Muir (JM), Steve Hayes (SH)

Apologies. Ian Sharp

1. MINUTES

Minutes of meeting held on 20 March 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 electrical inspection. Staffing matters were discussed (see below) and the gardeners summer programme was reviewed. It was noted that all grounds maintenance machinery had been serviced in preparation for the new season.

3. STAFFING

Gardeners – it was agreed that the additional part time post would not be filled this summer and any special projects would be performed as required by specialist contractors or utilizing the volunteers from the estate who enjoy being involved in gardening matters.

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. The accountant was 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. He has now done this and the capital items are listed separate from the revenue items.

Trustees asked for a 5 year projection from the Accountant taking into account cost pressures on revenue and capital items to help inform future residents contribution costs.

5. PROJECTS.

Pool Hall, plant room and changing rooms – work is well underway now and all changing rooms are currently having new drainage installed. The steelwork is due on site on May 29th and work to install the AHUs will commence shortly after the steelwork is in place. The pool tank is scheduled for re-tiling on 18th July.

Play Area – the perimeter boards are damaged and in some cases missing which gives the new play area an untidy appearance. It is proposed to install new boarding and top up the infill to complete this project.

6. FORTHCOMING EVENTS

The next planned event is a Live Band Night scheduled for 27th May. The Gala Day is planned for 9th September.

7. COMMUNITY GROUPS.

The Community Groups met on Tuesday 2nd May and we are currently awaiting the minutes.

8. COMMUNICATIONS

The Trustees reported on a meeting that was held with CL and noted a request that they meet with Receptionists prior to the AGM.

9. A.O.B.

It was also agreed that CB would send letters to PH and DL regarding a recent issue.

Date & Time of Next Meeting – Monday 19th June 2017 at 7pm