

## **Minutes of Trustee Meeting: Monday 9th October 2017**

**Present: Carla Brown (CB), Paul German (PG), Andrew Bryson (AB)**

**John Muir (JM), Steve Hayes (SH)**

**Apologies: None**

### **1. MINUTES**

Minutes of meeting held on 7 August 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 recent minor roof leaks and subsequent repairs. A detailed specification is being prepared and a series of quotations sought for a full roof replacement. Staffing matters were discussed (see below) and in addition the Bar Manager's review meeting was discussed and progress against targets considered. The gardening situation was to be reviewed and it was agreed that DS and SH meet with the gardeners to agree a detailed specification of works to replace the current 'standards' specification.

### **3. STAFFING**

Trustees were updated about a potential disciplinary matter.

Reception – it was agreed that the reception hours would be adjusted to finish shift at 9pm in the evenings with effect from 1<sup>st</sup> November. This was because of a number of receptionists resigning or being unavailable because of hospitalization and the subsequent difficulty in recruiting replacements.

### **4. BUDGET REVIEW**

We are still awaiting the final year end figures from the accountant but when received they will be circulated as agreed. It is anticipated that the revenue budget will show a small surplus for the year.

Trustees are now considering new projects as funding becomes available.

### **5. PROJECTS.**

Pool Hall, plant room and changing rooms – project formally handed over on 22<sup>nd</sup> September. Although work is now almost complete some snags are still to be rectified and a sum of money has been held back to pay for these. Current issues include the Trend controller for the AHU which is not functioning correctly at present. Extra benches and coat hooks have been ordered and are due on site end of October. New planters and chairs and mirrors are all in place.

Tennis courts – these have been chemically cleaned and treated with algaecide to prevent moss growth. Quotes are being sought for new LED floodlights and extra sockets.

## **6. FORTHCOMING EVENTS**

The next planned event is the Bonfire Night scheduled for 4<sup>th</sup> November. Planning meetings are currently being held. First Aid cover and event insurance is now in place. There also bar events planned including a Halloween event and Ale Sampling evening.

## **7. COMMUNITY GROUPS.**

The Gala Day was reviewed and a Bonfire Night planning group established.

## **8. COMMUNICATIONS**

The possibility of an estate wide questionnaire was discussed in order to obtain residents views on the future of Squirrels, gardening provision, the pool, the bar etc. It was decided that a more limited survey obtaining views about the future of childcare on the estate would take priority and that the Trustees would oversee the final draft jointly planned with Squirrels and Robins.

AB agreed that he would hold informal surgeries at future dates to be agreed where residents may discuss pressing issues.

## **9. A.O.B.**

Planning – An updated schedule is to be issued so that the responsible Trustees are aware of current planning issues.

New Trustee roles for the forthcoming year were agreed.

Date & Time of Next Meeting – To be agreed