

## **Minutes of Trustee Meeting Monday 18 December 2017**

Present: Carla Brown (CB), Paul German (PG), Andrew Bryson (AB), John Muir (JM)

Apologies: Darren Shepherd (DS)

### **Minutes**

Minutes of the 17 November meeting approved. Trustees to email to the EM suggested amendments to the AGM minutes.

*Action: EM to publish 17 November minutes.*

*EM to collate Trustees suggestions on the AGM minutes and circulate revised version to Trustees.*

### **Estate Managers Report**

Routine maintenance carried out to emergency lighting system a number of illuminated exit signs have been replaced. Squash and tennis court meters modified to accept new £ coins, legionella checks carried out.

New anti-slip matting installed in the pool hall, a new handrail has been fitted adjacent to the outside steps. Burco kitchen boiler has failed.

Brief discussion on progress of pool hall snagging.

Noted that there were only 2 outstanding plot owner's contributions

Discussion on provision of 2 air con units for the bar.

Discussion of quotations received from 3 contractors for ground maintenance services and of 2 day trial cutting hedges and edging footpaths on Delamere Parkway.

*Action EM to explore options for repair/replacement of Burco boiler.*

*EM to robustly progress chase outstanding pool hall snagging.*

*EM to progress air con provision and seek detailed proposal and check if 2 units sufficient and if noise level acceptable.*

*PG and EM to work up a case for contracting out ground maintenance for presentation to an SGM in the new year.*

### **Staffing Issues**

Noted that Marg Willis retired 30 November and Greta Roper will retire 31 December. Trustees content with cover arrangements.

Noted that a disciplinary hearing had been completed with a member of staff resulting in a verbal warning for 2 contractual infringements.

Brief discussion on Bar Staffing.

Brief discussion on targets for EM and Bar Manager for next year.

Discussion of Trustee/All Staff meeting tentative time of Friday 19 January 4pm proposed

*Action EM To obtain further details of proposed additional bar staff including additional candidates.*

*Action EM To firm up date of Trustee Staff meeting.*

*Action All Trustees To put forward performance targets for EM and Bar Manager for next year. To be collated and discussed at next meeting.*

Budget noted.

Brief discussion of Christmas and New Year party arrangements.

Brief discussion on IT improvements being led by AB. Noted that WIFI signal boosting now completed (thanks to AB who did the work FOC) to enable improved connectivity in the bar area.

*Action JM to circulate Trustees with the list of IT enhancements.*

### **Meeting with Councillor Harry Tonge**

PG briefed Trustees on meeting with Councillor Tonge. Agreed that it was a constructive discussion. Councillor to revert to DPML on whether Council consider DPML footpaths are adopted. Confirmed grant money was available for community works but DPML would need to put a bid in ASP to be in the running. Discussion of community bus project.

*Action EM to work up proposal and cost for provision of adult swings for a possible grant bid.*

*Action EM to investigate demand for a community bus service.*

*Action All Trustees to forward ideas for DPML/Council collaboration to PG for collation. Ideas to be discussed at next meeting.*

### **Community Groups**

There have been no Community Group meetings since the last Trustee meeting. Trustees have been advised that response to the call for volunteers to help with organisation of entertainment events was poor. Community Groups to look at what can be done in January.

### **Child Care Survey**

Brief discussion on Child Care Survey. Only 12 replies were received. Trustees will consider a number of suggestions put forward.

*Action JM to share findings with Robins and Squirrels and report back.*

### **Communications**

Next Trustee surgery is planned for 12 January at 7pm.

#### Planning

Trustees reviewed latest planning applications. There was a discussion of how to take forward Rowlinsons advice on covenants.

*Action EM to append new planning approvals to minutes.*

*Action PG and AB to work up proposal for how Rowlinson's advice on covenants should be incorporated into DPML planning approval process.*

#### Next meeting

Friday 19 January following the All Staff Meeting