



Delamere Park Management Limited

Registered Office:
Delamere Park Residents' Club
59 Delamere Parkway West
Cuddington, Northwich
Cheshire CW8 2UJ
Telephone 01606 212523
Registered in England No. 1013623

DPML Trustee Meeting 17th July 2024 -Minutes

Attendees-

Lyndon Taylor (LT) - Chair
Oliver Jones (OJ)
Steve Parsons (SP)
Phil Hallman (PH)
Lynsey Kidd (LK)
John Bickley (JB)

1. Declarations of interest

No further declarations of interest were noted from the Trustees from matters arising or this meeting.

2. Ratification of the Minutes from June 2024 Trustee Meeting

All Trustees present agreed on the minutes from June 2024.

3. Quarter 3 accounts are due from the accountants LK will chase

4. Staff – wages , roles, rotas, Personnel / HR staff

Office

It was agreed by the trustees that a rota would be formulated and implemented by LK to meet the needs of DPML. This rota will be in force from 29.8.24.

Bar

A new bar position has been advertised and the EM is interviewing suitable candidates for the role.

Gardeners

A new fulltime gardener's role has been advertised and the EM and gardener will be interviewing suitable candidates.

5. SGM 24.

The SGM minutes will be sent to the trustees for approval.

6. Cestrian Trees – Quote attached for approval by trustees.

It was agreed that the trustees that the tree quotes on the park will be looked at once Q3 accountants have been received from the accountant.

Cestrian has applied to CWAC where necessary regarding any TPO restriction.

7. Table tennis table – Resident offered new table tennis table.

DPML like to accept the kind offer from the resident. LK will contact the resident to advise.

8. Community Groups – External instructors. Children’s swimming meeting.

It was agreed that the EM will contact the community swimming group with a view to booking a meeting week commencing 5th August 24 a trustee/trustees will look to attend the meeting once advised of a date.

9. Pool training / staff to attend. Julie our new member of staff has started but it needs to be agreed who is to attend – what level of course- **LK course needs to be booked**

10. Annual contribution shortfall letters

We discussed any currently outstanding.

Previous Matters /Actions discussed.

Action	Meeting	Owner	Update
Metrotile Solar update	September 2023	SP & PH	Agreed to park for now and explore further in the coming months
Men’s changing room refurb – confirm available budget	September 2023	JB	Decision paused for now
Condensation Study & Repair to Aircon Pipework	October 2023	LT	Update Feb 24 – still awaiting response -Roof videos/pictures sent
Bar Outdoor area/Patio	January 24	JB/LK	April update – the area has been jet washed & the area is to be planted with attractive shrubs/ planters/ sleepers. May update- LK has sent link to all trustees re structures available. July 24 update – purchase on hold will be reviewed in next budget.
SGM / Squirrels	April 24	All	The SGM was held on 30.4.24. July update – Minutes will be shortly sent to trustees for approval.

Estate Manager Drop-in Session dates	January 2024	LK and Trustee	Update Feb 24 – LK to book date with LT/PH/LT to meet plot owners to introduce herself and gain ideas from plot owners. July update- on hold.
SGM / Squirrels	April 24	All	The SGM was held on 30.4.24.
Event first Aid – Bonfire the park	April 24	LK	May update -The bonfire date is tbc with firework display team July update – LK to chase re booking of firework display/ events medical.
Bar Action Plan	April 24	LK/OJ	May Update -A meeting was held with KL to discuss the bar action plan and several other staff issues on 8.5.24. July update – We are still awaiting the BM feedback to the bar action plan.
Trees- Cestrian	April 24	LK/JB	May update - Will attended 23/24 April June update - please see list July update – We now have quotes from Cestrian to be approved by trustees.
Next of Kin	April 24	LK	We discussed compiling a list should it be required.
Alarm Callout	July 24	LK	July update – LK has spoken to lodge security and is awaiting list of staff members – LK will seek quotes from potential new security companies.

11. Outstanding Tickets

The Trustees discussed the open tickets be that maintenance, gardening or miscellaneous issues and have agreed necessary actions/steps.

12. Property Change Requests

The property change requests were discussed and relevant actions agreed, an update on the decisions to be communicated imminently to plot owners.

Date(s) of next meeting(s)

The Trustees agreed the date of 9th September 2024 for the next meeting.