



Delamere Park Management Limited

Registered Office:
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Registered in England No. 1013623

DPML Trustee Meeting 12th June 2024 -Minutes

Attendees-

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

Apologies

John Bickley (JB)

1. Declarations of interest

A willow tree that Cestrian have made us aware of is dead and needs to be felled. It is located on DPML's verge outside LT & next doors property.

2. Ratification of the Minutes from May 2024 Trustee Meeting

All Trustees present agreed on the minutes from May 2024.

3. Quarter 2 accounts.

All Trustees were happy with the Quarter 2 accounts that were on track with the budget and no concerns were held. Moving forwards, they would like to look at having a reserve of 3 months operating costs.

4. AGM 24

- a) **Approval of 2023 AGM minutes-** Approved by all trustees
- b) **Approval of draft 2023 audited accounts previously circulated-** Approved the 2022/23 audited accounts.
- c) **Close of AGM** was agreed by all Trustees.

5. Northern Gas

The current deal with Northern Gas was discussed and LT discussed future deals they are offering. LT will circulate the email received from Northern Gas.

6. Alarm callout.

LK is to query invoice cost and who is on the list to be contacted should the alarm be activated and update details where necessary.

LK will also look at the cost for other services to supply alarm/CCTV services to compare.

7. Community Groups – External instructors

The use of external instructors was discussed and what current agreements could potentially be changed to benefit DPML.

8. Picnic benches for the children's play area

It was agreed by the trustees that the community groups are fine to order 2 new picnic tables for the children's play area spaces.

9. Trees: Cestrian

Cedarwood adjacent to 7 Cedarwood x 2
The Coppice adjacent to 12 The Coppice

Both these stumps need to be done urgently it will be half a day's work.

These are booked in for 16th June 2024

8 Hollow Oak. – A quote is being produced by Cestrian to canopy reduce the tree only as the tree is healthy. There is no TPO on this tree.

We have been made aware that on the land to the front of the property (adjacent to 8 Hollow Oaks front door), there is a large tree that needs urgent attention. The tree is on estate land. It has grown too high and too wide. The resident is concerned it could potentially cause insurance issues. I have advised the resident that I have asked you to look at this on 16th June please let me know if this is possible.

20 Hollow Oak Lane – A quote is being produced by Cestrian to fell the tree as the tree is dead. There is no TPO on this tree.

Chris the gardener has advised that the tree is dying/diseased, and as such needs to be felled. Canopy reduction is not an option, waste of money & time Cestrian have agreed with Chris regarding this tree.

Will visited the park on 12.6.24. He is supplying quotes on all trees below and has put in TPO approvals for the required work.

All need Canopy reductions.

1 The Cobbles x 2
2 DPWW Chestnut opposite Clubhouse
3 HOL Sycamore
4 DPWW, Oak opposite 53

5 Paddock Walk, Oak adjacent to footpath

6 The Burrows Green, 200-year-old Chestnut. Needs the canopy thinning out. Half days work.

7 Denehurst Park Way Green opposite Paddock Walk, 200-year-old Sycamore. Needs

10. Purchase of structure for bar outside area

It was agreed that LK will supply quotes to purchase 2 gazebos 5x3.5 to be purchased for the area outside the bar. The current structure we use for party in the park will not be used in the outside bar area as it is unsuitable and will need replacing sooner.

11. Pool training / staff to attend

It was agreed that the necessary staff be booked onto the pool course. LK needs to go on the pool supervisor course SP and LK will discuss this further.

12. Personnel / HR staff

Office/Bar.

Bar action Plan. New position to be advertised.

Office – A new Office support person has been appointed

Gardeners - It was agreed between LK/CD that the gardeners 3-month review was to happen prior to attending the spraying/chainsaw course. LK will send the course quotes to the trustees.

13. Annual contribution shortfall letters

We discussed all current 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.
SGM / Squirrels	April 24	All	The SGM was held on 30.4.24.
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. May update- LK will be booking drop-in sessions!!!
SGM / Squirrels	April 24	All	The SGM was held on 30.4.24.
Event first Aid – Bonfire/Party in the park	April 24	LK	May update- The bonfire date is tbc with firework display team June update – Events medical booked for party in the park.LK has sent plot resident who has previously arranged firework display.
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.
Staff Rota	April 24	LK	May update- LK to advertise position on indeed to fill post. June update - Julie has been employed to fill days staff are required. New Bar staff member to work alongside KL.
Trees- Cestrian	April 24	LK/JB	May update- Will attended 23/24 April June update- please see list
Next of Kin	April 24	LK	We discussed compiling a list should it be required.
Residents parking commercial vans/running business from property address.	April 24	All	May update- Correspondence has been sent to relevant plot owners with regards to the parking of commercial vehicles June update- LK has spoken to resident and commercial vehicle has been moved behind the building line .

14. Outstanding Tickets

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

15. 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 Wednesday 17th July 2024 for the next meeting.