



Delamere Park Management Limited

Registered Office:
Delamere Park Residents' Club
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Telephone 01606 212523
Registered in England No. 1013623

DPML Trustee Meeting 13th November 2024 - Minutes

Attendees-

Lyndon Taylor (LT) - Chair
Mark Furlong (MF)
Steve Parsons (SP)
Phil Hallman (PH)
John Bickley (JB)
Lynsey Kidd (LK)

1. Declarations of interest

No Declarations of interest were noted from the Trustees in this meeting or actions from previous.

2. Ratification of the Minutes from October 2024 Trustee Meeting

The Trustees approved the minutes from October 2024 Trustee Meeting.

3. Trees on the park – Cestrian

The Estate Manager advised that the authorised work from September's meeting has been booked in with Cestrian for January 2025.

Further work undertaken by Cestrian will look to be approved at future meetings.

4. Volunteer Workers on the park.

The Estate Manager will contact the parks insurance company for advice on any paperwork required to be completed by residents prior to carry out any voluntary work for the park.

5. Alarm settings for the clubhouse.

We discussed the current setting regarding security at the park. LK is to obtain quotes for a new company to provide security services to the park.

4. Children's Swimming- community group responsibilities.

A meeting with the swimming community group is required with LK/Trustees to be set up to discuss the current running of the swimming lessons and community group responsibilities.

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

Bar

We have Lisa starting as our new Bar Manager on 18th November she will be contracted to 30 hours per week.

Gardening Staff

We still have an opening for a fulltime gardener on the park.

Office

We currently have a vacancy for a 16 hours receptionist/Administrator within DPML office . We are hoping to fill this vacancy soon to rectify current staffing issues.

6. Squirrels

The trustees discussed the current situation regarding the Squirrels. The discussion remains confidential as it is covered by the Mediation Confidentiality Agreement

7. Communication with Plot Owners

It was agreed that frequent communication was needed to keep PO's aware of news and developments. Trustees need to be both responsive and approachable for individual PO concerns. Enhancements to the email issue recording system are needed to ensure timely responses are made.

7. Property Change Requests

All property requests were discussed, and the relevant correspondence will be sent to residents.

9. Open Tickets

The Trustees discussed the open tickets, maintenance requirements and actions. The Trustees agreed next steps.

10. Gazebo installation.

Unfortunately, due to the weather 19th, 20th November dates were cancelled. The Gazebo is now scheduled for 27th November.

11. Restricted - Zero Tolerance Policy

There was discussion about the need for all staff, Trustees and PO's to abide by this and show respect at all times to others. However, there are sanctions available if matters demand action be taken.

Date(s) of next meeting(s)

The Trustees agreed the date 10th December 2024 for the next meeting.