



Delamere Park Management Limited

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Registered in England No. 1013623

DPML Trustee Meeting 9th October 2024 -Minutes

Attendees-

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

Apologies:

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 September 2024 Trustee Meeting

The Trustees approved the minutes from September 2024 Trustee Meeting.

3. Trustee Responsibilities

Mark Furlong (MF) was welcomed as the new recently elected Trustee. It was agreed that MF should have a particular interest in matters relating to the bar and its business/ action plan in place of Oliver Jones.

MF will retire by rotation in September 2029.

Stephen Parsons (SP) was re-elected as a Trustee and will retire by rotation in September 2028.

4. Confidentiality/ Conflict of Interest

Both MF and SP are now required to sign the 'Declaration of acceptance of Deed of Trust' documents.

There was general discussion about the requirement for confidentiality in respect of both staff and Trustee matters particularly when there may be conflicts of interest.

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

The roles of Bar Manager and Assistant Bar Manager were discussed and recruitment required on a fixed hour contract basis to both. MF and JB have this matter in hand. The Bar Manager will report to the Estate Manager on a daily basis but with regular consultation with both from MF as Bar Trustee. The Bar Manager will also be the Designated Premises Supervisor. MF has identified certain bar management processes that need to be reviewed including routine cleaning of all areas.

MF is developing a list of possible events to be held in the bar over the next 6 months in order to encourage more use by residents. This included Bonfire Night on the 9th November. The bonfire element this year will be coordinated by Phil Hallman (PH) but PO's assistance is needed throughout. A note to PO's about wood collections will be issued shortly.

Recruitment to the gardeners staff is ongoing.

6. Squirrels

The next stages of the Mediation process were discussed inline with the position set out in the recent Chair's report to the OGM.

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.

8. Property Change Requests

The Trustees discussed the open property changes awaiting approval.

Where appropriate the Trustees approved requests. Where requests are pending CWAC approval no decision was made.

There have been concerns raised by PO's for certain applications and these will be addressed directly with the PO where required.

9. Open Tickets

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

10. AOB

The Trustees have confirmed the plans for the gazebo installation. Landscaping the area in readiness for installation is due to start on 28th October for 2 days. An electrical quotation has been received.

Date(s) of next meeting(s)

The Trustees agreed the date of 13th of November at 14.00 for the next meeting.