



**DELAMERE PARK MANAGEMENT LTD
PLOT OWNERS
ANNUAL GENERAL MEETING**

MINUTES

DATE: -	Thursday, 13th September 2018
LOCATION; -	Park Room, Delamere Clubhouse
TIME; -	7.00pm
TRUSTEES; -	Paul German (Chairperson) Darren Shepherd, Andrew Bryson, Carla Brown,
OTHERS; -	Steve Hayes (Estates Manager) Phil Bentham (Sawyer Quine Chartered Accountants)
ABSENTEES: - APOLOGIES	N/A
NOTE TAKER: -	Karen Harrison (Admin)

1 INTRODUCTION	The Chairperson declared the meeting open at 7.00pm Welcomed plot owners, made housekeeping points, outline of agenda for the AGM, voting procedure now to be conducted by a combination of coloured voting cards and by ballot, introduction of Trustees and others present It was agreed that the notice of meeting should be taken as read
2 APPROVALS	<ul style="list-style-type: none">• Minutes for 2017 AGM dated 21/09/2017 (purple card)• Minutes for Special General Meeting dated 24/05/2018 regarding potential outsourcing some or all the Gardening/landscaping services on Delamere Park Land (orange card) Both approved by Plot owners with no further questions



3 CHAIRPERSONS REPORT FOLLOWED BY Q&A

Chair (PG) succeeded John Muir who stepped down from the position in April thanking him for his contribution and commitment during his time as a trustee. He thanked all current Trustees, Plot owners, volunteers and employees for their support and commitment over the last year. Chair stated that 2018 had been a year of stabilisation after the considerable expense of 2017. During this year DPML have actively invested in the fundamentals of the day to day management and long-term protection of the facilities. Improvement in communication and integration with the residents of the park have initiated trustees' surgeries, which are proving informative.

A) The Chair outlined further accomplishments for 2017/ 2018; -

- May 2018 SGM held with possibilities to outsource the maintenance of the grounds and gardens. The outcome was the residents embraced the decision to enhance the existing structure and to increase the net spend on the service and increase resources available.
Currently in the process of reviewing the specifics. Steering group has been created to assist the Estate Manager with the management of the Gardens/Grounds
- Pool- Entering the last phase of our defects liability period with Hopkins/Coates- no major problems
- Replacement of both Tennis Courts and car park lights with LED at a cost of £3000, although initially expensive, in longer terms will result in reduction of lightening costs and improvement of lighting quality
- Bar- replacement of bar cellar chiller
- Cash registers upgraded
- Reception Area-refurbished...instigated by staff
- Lagoons- Continued improvement works.
- Clubhouse- upgraded fire exit signs and emergency lights to meet current regulations, enhancement of PPM regime to mitigate maintenance issues.
- Planning- continued monitoring of all change proposals including external developments
- Office Systems and Procedures-Improvements to both office and reception which have improved effectiveness and efficiency



B) **Finance and Budgets**-The proposed 2018/19 budget is to maintain a prudent level of finance to meet future expenses, allowing for contingencies and allocation of additional spend for the grounds and maintenance budget

- Increase in staffing costs – NLW, pension increased; Unbudgeted contract cleaner due to a long-term illness within the existing team.
- Bar takings-exceeded budget.

Revenue Budget Summary

- 2017/18- Budget Revenue-Actual- £358,877: Expenditure £351,765. Surplus- £7112.
- 2018/2019 – Forecast -Budget Revenue £395,150: Expenditure £389,949.

Chair stated for those who wished to ask any further questions on the Budget, to contact the Estates Manager

C) **Plot Fees**- Projected increases- wage/pension costs, grounds maintenance- recommended increase to the discounted rate contribution of £58.00. Proposed payments as follows:

- Payment in full prior to specified date- £ 674.00
- Payment by Standing Order- £ 745.00
- Full rate- £791.00

D) **Going Forward-2018/19 a year of monitoring of costs.**

After the heavy expenditure over the last couple of years DPML should now consolidate for the immediate future

E) **Additional Items discussed**

- **Impending Court action**
- **Newsletter**
- **Use of the Lodge**
- **Debt Collection**

F) **Conclusion**

Recommendation of the budget to plot holders to accept.

Thanks to Carla and Darren for the consistent hard work on behalf of the plot holders to support the upkeep of the park.



Q & A

20 minutes – question from the plot holders on the Chairman's report

Several residents raised questions and held discussions on the following topics:

- Trustee Meetings
- Squirrel/Robins/User Groups
- Management Agreement
- Marketing Costs
- Gardening Budget
- Communication

4 APPROVALS

Using selected cards for each nominated item

- Approval of Budget- Approved
- Approval of contribution for 2018/19- Approved
- Approval of Auditors-Approved

5 Election of Three Trustees- Five nominations

The resignation of John Muir in April leaves a vacancy. Carla Brown & Darren Shepherd retire by rotation, and are not seeking re-election. Therefore, there are 3 vacant Trustee positions for which we have received 5 nominations.

Nominee - Sheila Bowker- Nominated by Harry Greenwood, Seconded by Sam Shimmin



Nominee- Mary Long- Nominated by Frank Stewart. Seconded by Graham Rennie

Nominee - Barbara Dymond – Nominated by Jean Hogg, Seconded by Paul Rogers

Nominee - Marjorie Landells- Nominated by Robert Willis, Seconded by Vicki Wilton

Nominee – Carol Wilson Nominated by Cath Gibson, Seconded by Ron Price

Introduction of Candidates by the Chair

The total votes were as followed: -

Sheila Bowker	91
Mary Long	153
Barbara Dymond	122
Marjorie Landells	87
Carol Wilson	35

Elected trustees- Sheila Bowker, Mary Long, Barbara Dymond

Chair thanked Carla and Darren for their outstanding contributions over the last six years

6 RESOLUTIONS Three resolutions received: -

Resolution 1- Andrew Bryson-

To change byelaw 2.15: No animals are permitted into the Clubhouse, with the exception of Guide dogs. Revised byelaw: Dogs on a lead, to be allowed into the Sports Bar & Reception area.

Resolution denied



Resolution 2- Pixie Spencer-

Request suspension of the negotiations between DPML Trustees with both Squirrels Pre-School Charity and Robins Kids Club Ltd. until such time as the Plot-holders have been fully informed and the situation fully reviewed in order that their approval be given or denied. We the Plot-holders would like more consultation, communication & transparency from the Trustees on the relevant details pertaining to this matter as we fear it could impact on DPML's current tax status with specific concern as to its 'mutuality'

Working Party to be implemented-Further meetings for discussion to be proposed

Resolution- Accepted

Resolution 3-Rod Wilson- Current User Group Framework and the Bye Laws

Can the Trustees clarify exactly what constitutes a 'User Group' and/or a 'Community Group' and define exactly what criteria have to be met to qualify as one of the aforementioned groups

Also, why the Trustees are proposing to charge some registered 'Community Groups' a fee for using DPML facilities whilst not charging others. We believe that the Users Groups Framework 2017 does not correlate with the Bye-laws 2016.

Further meetings for discussion to be held and working party established.

Resolution Accepted

7 FITZSIMMONS TROPHY

Chair expressed the worthiness of the candidates and was delighted to announce that the award this year would be given to; -

PALS - Pam Taylor, Christine Miles and Barbara Buckley



Chair closed the meeting at 9.30pm, thanking all for attending.