



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 9th March 2026 - Minutes

Attendees-

Julian key (JK)
Zoe Glendinning (ZG)
Karen Greenfield (KG)
Louise Haynes (LH)
Lisa Vernon on behalf of Tim Cookson

Apologies: Tim Cookson (TC)

1. Declarations of interest

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

2. Ratification of the Minutes from 9th February 2026 Trustee Meeting Trustee Meeting

The Trustees approved the minutes from 9th February 2026.

3. SGM 31st March

KG noted that paperwork referred to OGM but should be SGM. JK clarified proposed order of Solar meeting and SGM on 31st March, trustees who will be present and roles on the evenings. Office to be requested to provide voting slips, confirm ballot box is present and impartial verifier for vote count.

4. IT

LH advised that meeting will be held with office staff, 9/10 April, to incorporate new database into office processes, enabler for paperless office going forward.
Noted that Trustee meeting minutes not been added to new website, office to rectify.

5. Finance

KG advised that the requirement to produce yearly audited accounts had delayed the appointment of a new accountant. Implementation of Xero will now be new financial year. To enable payroll to be brought in-house, MoneySoft Payroll software has been purchased for a year, with Xero to be utilised subsequently.

JK & KG have been reviewing current year finance, against budget and forecast.

KG liaising with current Accountant to enable last years audited accounts to be issued.

JK to request further details for proposed Solar funding. Grants may be available from April 2026.

ZG finalising details of a proposal from a rates review agency.

6. Volunteer Survey

Survey uptake was poor, less than 20 residents volunteered. Agreed to continue advertising survey on Facebook. LH to invite survey respondents to a meeting on 20/4/26, to discuss next steps.

7. Bar Project Planning

It was agreed that the bar interior needs to be updated. There will be various stages of this over the next couple of years, due to budget limitations. A small budget for this year will be used to redecorate, aim to complete over two days in May 2026. LV to propose preferred changes.

8. Property Change Requests

TC has been handling these, and any requiring Trustee input have been approved if appropriate.

9. Open Tickets

LV reported no outstanding issues..

10. Staff issues

Staff illness was discussed. Similarly, future implementation of SMART targets for staff appraisals was discussed and agreed.

Trustees will look to arrange a meeting with all staff members over the next couple of months.

11. Bar Issues

Staffing continues to be an issue. LV advised proposal for staffing over the coming months. Current format of Plot Draw was discussed, as this has not been won for some time. Various changes to the format were discussed. LV to propose changes which, once ratified by Trustees, will be trialed. LV provided an update of upcoming & planned future bar events, which have been very popular and successful so far.

12. Social Media

New Facebook page/group created, although changing the name of the page wasn't straightforward. All trustees agreed on approach advised by LH. Future changes will look at extending social media channels to incorporate Instagram and possibly Tiktok. ZG to look at creating a group account on Instagram and to review advertising rules on the general Delamere Park group.

13. AOB

LV asked whether an SGM was required to change Accountants, KG advised this was not necessary.

Date of next meeting to be Tuesday 7th April at 5.00