



Delamere Park Management Limited

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

DPMI Trustee Meeting 3rd October 2025 - Minutes

Attendees-

Steve Parsons (SP)
Zoe Glendenning (ZG)
Karen Greenfield (KG)
Louise Haynes (LH)
Julian Key (JK)
Tim Cookson (TC)

Apologies:

1. Welcome to New Trustees

SP welcomed all new Trustees and outlined key responsibilities, documentation, processes etc and that sources of information are all held in the Office systems. TC's role as Facilities Manager was explained with key issues or decisions coming to Trustees. Longer term planning and strategy for the Park are a key role for Trustees with their varying skills and experiences being important both for this and specific projects for implementing changes to current processes and practices. In this regard. KG expressed a specific interest in supporting the development of Community Groups.

2. Declarations of interest

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

3. Ratification of the Minutes from 12th September 2025 Trustee Meeting

The Trustees approved the minutes from 12th September 2025. .

4. Matters arising from OGM on 16th September 2025

a. Byelaw Change

The approval of the time limited Resolution to allow dogs in the bar area requires a Byelaw change. Currently

2.15 No animals will be permitted into the Clubhouse, with the exception of guide dogs.

Proposed

2.15 No animals will be permitted in the Clubhouse with the exception of Assistance Dogs. However, for a trial period until 31st March 2026, a dog accompanied by their owner may be brought into a specified area of the bar on Wednesday and Sunday afternoons and evenings but subject to limitations set by DPMI.

This was approved by all.

b. Policy for dogs in bar area

TC has prepared a Policy for managing the presence of dogs in the bar area covering dog and PO behaviours, responsibilities, records of incidents, role of bar staff etc. This was noted.

c. Financial effects of Byelaw change

It was agreed that costs/benefits of the change need to be recorded from bar till reports and be part of the overall assessment to be presented to the SGM to review the Byelaw change.

5. Incident in bar

SP provided an update on the investigation. The complainant would be contacted in due course. It was hoped that the issue was now closed.

6. Squirrels Cost Sharing

TC has been liaising with the Squirrels manager and Trustees about the details. The gas contract was still to be resolved and as well as business rates. Electrical work was complete. Waste disposal is also being finalised.

7. IT modernisation

LH outlined progress to date on modernising systems, equipment, hosted services etc. There is a plan for the next 9 months which can be shared with any support welcome from new Trustees.

8. Potential Projects 2025/26

TC outlined the key areas for further detailed planning and cost estimates viz

- bar appearance and external doors
- office layout
- squash courts repairs
- Changing room improvements
- Office Accommodation plans

ZG offered to support TC with planning tools and formats for planned maintenance planning.

9. Bonfire Night

TC outlined steps taken based on previous years covering

- Preparations, Community Groups involvement, PO emails, insurance, medical cover, bonfire build and supervision, Park Room use, bar staffing etc.

Phil Hallman is leading the fire build and the fireworks team are organised as usual. TC has been liaising with the insurers about the bonfire proximity to properties etc. An improved means of fire extinguishing is being investigated.

10. Bar Issues

TC outlined a few issues particularly related to staffing and sickness absence. Suggestions were made for a wider search for additional staff particularly given the run up to Xmas and planned events before that.

The food hygiene certification for the kitchen and food preparation areas has been resolved.

11. Property Change Requests

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

12. Open Tickets

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

13. Staff issues

TC outlined plans for replacing duties currently performed by CB by streamlining roles of other Office and Reception staff.

14. AOB

1. LH advised of planned sessions with the PCSO and Councillor Gillian Edwards around speed awareness and the latter regarding progress with full fibre rollout. The fibre meeting with Trustees to be on 21st November.

Date of next meeting to be Tuesday 4th November at 6pm