

## MINUTES OF BOARD MEETING

Held on Thursday 21st January 2021

Present: Derek Borland (DB)  
Keith Hunter (KH)  
Brad Tupman (BT)  
Chris Gillespie (CG)  
Carla Carter (CC)  
Lauren Tomes – Company Secretary (LT)

Not Present: Neil Sutcliffe (NS)

Minutes taken by Sandra Emmerson

### 1. Apologies

Chaz Kohli (CK)

### 2. Matters Arising

#### Woods Update and Boundary Issue

KH reported that he had completed a risk assessment survey of the woods. An application to undertake a programme of maintenance work has been made to the Council Tree Officer for approval. This will also include works to be done to repair the land drain in Screamer Wood parallel with Redwood Drive.

#### Cellar Flooding

CG reported on CK's behalf, that a second alarm had been purchased and the second pump had been hard wired. CG also reported that the alarms are set up to alert himself and Debbie Graham, and have been tested.

#### DBS Checks – on hold due to lock down.

NS reported that anyone teaching children required enhanced DBS checks. The board agreed that CG should start the process to obtain one for Anthony and Simon (Friday football) and to ask other instructors for copies of their DBS enhanced checks. The enhanced DBS check for Chris Gillespie was received and circulated to the board on 27th November 2020.

**Action:** CG to ask swim instructors for copies of DBS checks and start the process for Anthony and Simon.

#### Website Strategy

At the previous meeting the board discussed our current website, including the new booking system, and discussed options to either keep it or replace it. Several ideas

were discussed but it was decided further investigation was required before an informed decision could be made.

CG reported that he had spoken to Kay about the website and one idea was to split the website into two sections, one for members and one for non-residents. The board discussed what could be on each section and agreed to obtain costs from Kay. It was also agreed to ask one of the residents to take some new photos to be uploaded to the website.

**Action:** CG to obtain costs and bring to the next board meeting.  
CG to speak to the resident re taking new photos.

### **AGM Accounts – Post meeting notes**

NS notified our accountant on 14th December of the election of a new director and that the WGSMC Ltd accounts had been reviewed and approved at the AGM on 12th December. (Our accountant has necessary access to update required data at Companies House).

### **3. Woodland Glade policies**

DB asked CG if he could create a central register of all the Woodland Glade policies and make sure they are reviewed on a regular basis.

CC suggested any Covid-19 policies should also be on the register and suggested asking our Insurance company for any other policies that maybe we should have, that we currently don't have. BT also offered to help provide policies.

The board also discussed other documents such as Job Descriptions and warranties for equipment. These could also be put on the register so everything is in one central place. Instead of reviewing all documents in the same month, they could be spread out over the year.

**Action:** CG to create a central register, review policies and ensure all documents in one place.

### **4. CCTV**

CC reported that she had been looking through the user guide for the new CCTV system to find out how to monitor, record and send notifications to mobile phones, and to see what else it can do.

DB asked CG to set up a manual log to record when anyone accesses the system, to include date, time and reason.

**Action:** CG to create a manual log.

### **5. Maintenance Update**

CG reported that all the poles around the tennis court and football pitch have been painted with anti climbing paint, from six feet upwards, to stop people from getting in when locked. Signs have also been put on the tennis court and football pitch to warn people. Bars have been installed on the outside of three of the windows in the bar area. The new security system is now in place.

CG reported on behalf of CK on the following items:

Replace windows in the pool area. CG reported three quotes had been received, ranging from £16K to £43K. The board discussed the quotes and agreed to discount the lowest one and BT volunteered to obtain another quote from a reputable and known supplier. As a short term measure the board discussed and decided as it is only a couple of windows that are leaking, to get these re-sealed and then paint the frames on the inside with white paint. Hopefully we could get another 3 to 5 years out of the windows.

Replace the wall lights down each side of the pool to match the ones already replaced at the far end. CG reported he had one quote from our electrician. The board asked CG to obtain two other quotes.

Replace the perimeter pool tiles and the skirting board tiles - one quote has been received and the board asked CG to obtain a further two quotes.

Pool ceiling and ducting. The board also discussed what equipment would be required to repaint the ducting that runs under the ceiling over the pool. Scaffolding of some sort would be required and a cover to put over the pool to catch any debris. Further investigation is to be done.

BT asked CG to put together a Programme of Works with quotes so the board could discuss and prioritise pieces of work.

**Action:** BT to obtain a quote for the replacement windows.  
CG to obtain further quotes for the pool lights and replacement tiles.  
CK and CG to investigate options to be able to repaint the ducting.  
CG to prepare a Programme of Works.

## 6. Finance Report

DB reported there was nothing to update the board with.

## 7. Wage Review

Wage review deferred until February Board meeting.

## 8. AOB

KH reported that we are able to apply for another Landfill Tax grant, we previously obtained one for the new playground. Woodscape have got a large project in mind but the landowner also needs to make a small contribution, to obtain the grant. KH and Woodscape would like to use the grant to resurface the footpath between the Langsett entrance into the woods and all the way around to Grantley Place. The board discussed the proposal and agreed to it in principle, subject to the cost. KH said he would put the application in and report back to the board what the costs would be.

**Action:** KH to put the application in and bring costs back to the board.

CC reported that the air conditioning units on the outside wall were not caged in as they should be under Health and Safety.

**Action:** CG to obtain three quotes and inform the board.

## **9. On Hold Matters**

### **Door Signage – On Hold**

**Action:** BT and CG to arrange some new door signs.

### **Pellet Hopper – On Hold**

At the last board meeting it was agreed to review the process of checking the pellet hopper and purchase any required equipment. CG reported that he had spoken to the company who fill up our pellet hopper, and asked them for some photos of other pellet hoppers, to help decide what could be done to ours.

### **Swimming Pool Hire Trial – On Hold**

CG reported that he had not had any complaints about the trial swimming lessons, currently running on a Tuesday evening, between 4pm and 6pm. A request has been made to extend the lessons until 7pm. The 3 month trial will continue as is, and then the board can make a decision about the extension.

### **Entertainment Update – On Hold**

CG reported the next Curiosity Social – 1<sup>st</sup> Wednesday in every month at 2pm, will be a speaker talking about Legal and Financial affairs.

### **Forthcoming events – On Hold**

CG reported that he had met Ros and Julie, who are looking to set up a social meeting, starting Monday the 20<sup>th</sup> April, between 1:30pm and 3:30pm. It will be an opportunity for anyone to come along and just chat, knit, sew, etc.

The board discussed ideas for regular Friday evening activities for kids, such as an X-Box games evening, perhaps a tournament and/or a traditional board games evening. The X-Box games evening would need to be supervised by an adult, BT offered to do one evening.

**Action:** CG to investigate further.

### **Funeral Teas Brochures – On Hold**

CG reported that he had met with one of BT's employees who had helped with the design of the new brochures. CG has emailed the company who provide the Centre uniforms, a local company, to ask for a quote for printing the brochures.

### **Changing Rooms – On Hold**

DB reported that this item is on the agenda as per the minutes from the last meeting, but acknowledged that it is on hold for the time being.

**Date of next meeting:**



Directors monthly meeting 25<sup>th</sup> February 2021 at 7:00 pm