

**MINUTES OF THE DARRAS HALL ESTATE COMMITTEE
MONTHLY GENERAL MEETING
HELD ON MONDAY, 04 DECEMBER 2017
AT 19:00 HOURS IN THE ESTATE OFFICE**

Present:

Mr A Mate (Chairman)	
Mr D Brown	Mr A Pile
Mr A Gilchrist	Mr J Scott
Mrs S Hill	Mrs C Thompson
Mrs S Jaidka	Mr G Wright
Mr M Welford	

1. Apologies for Absence:

Apologies for absence were received from Mr A Malhotra, Mr J Myers and Mr A Tucker.

2. Minutes of Previous Meeting:

The minutes of the previous meeting held on Monday 06 November 2017 were signed as correct.

3. Matters Arising from Minutes of Previous Meeting:

Best Practice List of Criteria

Mr Savin and Mr Welford have had a meeting to discuss this and will be providing some written information as soon as possible.

Major Structural Developments

Mr Mate and Mrs Woodall to discuss this matter further.

4. Planning Applications:

Please refer to Plans minutes.

5. **Financial Report:**

The Financial Report was circulated for the Committee's perusal. Mrs Duffy reported that we are running at 88% of our budget which is hopefully correct with the remaining expenditure until the end of 2017.

Mrs Duffy questioned the further transfer of £10,000 from Capital & Resources Account to the Building Society. This was agreed.

It was agreed that 2 Station Cottages receive a replacement washing machine, which is broken, together with installation of equipment to rectify the condensation/damp issue within the property. Peter Cox, the same company who installed equipment in 3 Station Cottages, will be carrying out the work.

6. **Letters Received and Any Other Business:**

47 Woodside

The suggested meeting between the owners of the above property and neighbours has proved unsuccessful. The Estate Office continues to receive complaints about indiscriminate parking, however, the matter seems to be improving. This matter is pending.

Website Update

Following the Committee's decision at their last meeting to seek further tenders for our website provider, we have had little success in managing to locate a company that could take on our website in its present very professional format. This would mean that the website would have to be totally rebuilt and a different publishing system learned within the office. Mr Mate had made the decision, following consultation with Mr Wright, and the website being down for over two weeks, to re-engage Retox Digital as our website hosts with the addition of a quarterly backup included in the price.

Due to the difficulties arising from this situation, unfortunately Mr Hughes has tendered his resignation.

Both Mrs Jaidka and Mr Welford reminded the Committee of our necessity to comply with Data Protection Laws regarding the collation and retention of personal details via our website. We need defined areas of responsibility for this information before March 2018. Following a brief discussion it was decided that the registration form held on our current website be altered to simply include details of how to email personal data to the Estate Office, therefore alleviating this issue.

AGM

Due to Mr Mate's holiday commitments, our AGM date has changed to Monday 26 March 2018.

Staff Appraisals

Mr Mate has conducted the annual staff appraisals which were all more than satisfactory. He recommended that the staff receive a 3%, current cost of living, salary increase backdated from 01 October 2017.

Seasonal Gathering

The format has changed for this year. The Committee are attending Rialto's Restaurant on Wednesday 20 December 2017 at 1pm.

Ponteland Neighbourhood Plan

This Plan is now a legal entity and therefore hopefully strengthens our planning conditions within Darras Hall.

7. Any Other Business:

7.1 Sub-Committee Reports

7.1.1 Highways and Environmental

7.1.2 Land and Property

Mrs Ireland to check with tree surgeon as to his progress.

7.1.3. Airport Representative

Nothing to report.

8. **Date & Time of Next Meeting:**

Monday, 15 January 2018 at 19:00 hours.

Meeting Closed: 20:55 hours.