

# Dunton Park Residents' Association

## Committee Meeting Minutes

**Date:** Tuesday, 6 May 2025, 7:00 PM

**Location:** Dunton Park Clubhouse Hall

### Present:

- Sharon (Vice Chair, acting as Chair)
- James (Secretary)
- Sheila H (Treasurer)
- Sheila M
- Lynda
- Harry
- Kevin
- Mick
- Laurie

### Apologies for Absence:

- Gary (Chair)
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## 1. Chair's Report (Sharon acting as Chair)

Sharon chaired the meeting in **Gary's absence**. Gary asked that we discuss concerns regarding the scheduling of charity events.

### Charity Event Conflict:

- The **charity event scheduled for Thursday, 22 May** was **not discussed and approved** by the committee.
- This wasn't ideal because we had a similar afternoon tea for VE Day just two weeks before - and a live music event just 24 hours later. It was felt this could affect ticket sales for the music night and lower attendance for the two afternoon teas.
- Gary emphasized that **all events and dates must be run through the committee** before things are finalized to **avoid scheduling issues**.

## Charity Pack Issue:

- **Two charity packs** were ordered, one by a resident who was helping to organise and one by the committee. This has led to confusion at the Charity HQ because we have two accounts set up and one fundraiser. This was not the residents fault and we all agreed we value residents being involved.
- The committee agreed to **clarify all proposals and arrangements for charity events with the committee** moving forward.

## Committee Responsibilities & Event Leads:

Committee members were reminded of their **assigned roles**:

- **Mick** – Oversees **evening music nights**
- **James & Gary** – Manages **pub nights**
- **Sheila M** – Organizes **quiz nights**
- **Lynda** – Responsible for **afternoon events & charity fundraisers**
- **Kevin & Harry** – Handles **sporting events**

Event **leads can form sub-committees** if they have a special event that requires more than one pair of hands. The sub committees are chaired by the vice Chair Sharon..

## Improving Event Organization:

- The committee agreed to take **a more structured approach to event planning**, ensuring all events align properly with the overall **schedule**.
- Members will be encouraged to **communicate more effectively** when arranging future events to prevent **overlaps and conflicts**.

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## 2. Secretary's Report (James)

### Public Liability Insurance:

- The association now has its **own insurance policy**, providing coverage for **events and activities**.
- Sheila M has received **insurance clearance** to run **line dance lessons**, but **participant waivers** will be required, as suggested by the insurer.

### Karaoke Equipment Purchase:

Due to concerns from **Regency** about **residents earning money on-site**, the committee decided to **purchase its own karaoke setup**, avoiding the need to **hire external equipment**.

### Equipment to be purchased:

- **Laptop** (for music and karaoke software)
- **Monitor** (for displaying lyrics)
- **Two wireless microphones** (for performers)
- **Mixer & PA speakers** (for audio output)
- **Karaoke package subscription** (ongoing access to tracks)

**Estimated cost: £1,200**, expected to be **recouped within 3–4 events**.

James will oversee the purchase and aims to complete it **within six weeks**.

### Other Updates:

- **James's Risk assessment for the summer street party** (taking place in the office car park) was **submitted and approved**.
  - **A key safe** has been installed for **spare clubhouse keys**, improving security and accessibility.
  - **Regency development**: It's looking like Regency plans to **develop the touring field** later in 2025.
  - **Pond restoration work** will begin on **28 May**, with contractors scheduled to **revive and maintain the area**.
  - **Planning application response**:
    - James is preparing a **formal response** to object to **nearby housing development plans**.
    - A **flyer** will be **distributed to residents**, encouraging them to **submit objections**.
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## 3. Treasurer's Report (Sheila H)

### Financial Overview:

- **Bank balance (as of 5 May 2025): £2,738.34**
- **Cash in hand: £1,500**
- **Total funds: £4,238**

The association remains **financially stable**, with enough funds to **support upcoming events and purchases**.

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## 4. Entertainment Updates & Ideas (Mick)

### Ticket Pricing Discussion:

Mick raised concerns regarding **guest pricing**:

- Should **non-members pay the same price as members**?
- Should the association introduce an **associate member scheme** for regular attendees?

Following debate, the **committee agreed** that:

- **Charging non-members more** is a **standard practice** and should continue.
- Guests **contribute to the club's profits** but do not formally belong to the association, meaning a higher ticket price is **justified**.

### Upcoming Events Proposed by Mick:

1. **Mother's Day event (2026)**
2. **Dunton's Got Talent competition**
3. **Stars in Your Eyes tribute night**
4. **Christmas carol singing – Kevin** (a choir singer) will assist with vocal training.
5. **Trip to Chelmsford races (2026)**
6. **Halloween event – Will ideally feature the new karaoke equipment**
7. **Mick also suggested we got more ice buckets for the tables**

### Halloween DJ Role:

- Mick asked **James** (a professional DJ) to take the role.
- James stated he **normally DJs kids' Halloween events**, but will **consider** the request.
- **Sheila M** noted that if **James declines**, her husband **Kevin** (also a DJ) can take over.
- Final decision **will be made at the next meeting**.

### Christmas Party Plans:

This year's party will be a **black tie (dress to impress) event**, featuring:

- **Rat Pack-style duo** for live entertainment
  - **Possible casino tables** (investigation ongoing)
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## 5. Sub-Committee Updates

### VE Day Preparations (Lynda):

- **Charity collection box** for **Help For Heroes** to be arranged.
- Members will meet **after Wednesday bingo** to **decorate the hall**, followed by **final preparations at 9 AM** the next day.

### Ladies Day (June 2025):

- **Lynda will lead** and establish a **sub-committee** to finalize details.
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## 6. Any Other Business

### Reserved Tables Proposal (James):

James suggested introducing a **reserved table system** to avoid the **rush at 7:30 PM** when events begin. It also helps us to set the room up beforehand if we know where everyone is sitting.

**Committee agreed to conduct a poll** to gauge interest among members but at the end of the day, it's more about what makes it easier for committee members to manage events and having things properly organised is much better. .

### Assistant Secretary Update:

**Sheila Mead** has been **helping James** as **Assistant Secretary**, and the arrangement has been **working well**.

### Online Ticketing Proposal:

Gary proposed **online ticket purchases** as an **additional** way for members to secure event tickets.

- **Discussion deferred to the next meeting** as Gary was absent.
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### Summary of Action Points:

- ✓ **James** to purchase **karaoke equipment** within **six weeks**.
- ✓ **James** to design a **flyer opposing nearby housing development**.
- ✓ **James** to buy **extra ice buckets** via Amazon.
- ✓ **Poll to be conducted** for **reserved table proposal**.
- ✓ **Lynda** to organize **Ladies Day sub-committee**.
- ✓ **VE Day hall decoration** meeting **after Wednesday bingo**.
- ✓ **Casino table investigation** for **Christmas party**.
- ✓ **Halloween DJ decision** to be made at **next meeting**.