



- f. How was the gross wages figure reached? *This was made up of wages for three employees, one full time full year, one full time part year, and one part time part year.*
- g. Why was there a management fee? *This was left over from an earlier year for which Allison Homes had under-invoiced.*
- h. What did travelling costs cover? *This figure was re-imbusement of employees and directors travelling expenses.*
- i. Why the reduction in legal fees? *The legal fees were greatly reduced as half way through the year the responsibility for legal work in respect of sales and re-sales was taken over by Melanie Hart.*
- j. Why does The Trust have a TV Licence? *We considered cancelling the TV licence, but as the intention is to move the television into the community centre, it was decided to retain the licence.*
- k. When describing the website charges, Melanie Hart thanked Vanessa Shaw for her hard work on setting the website up.

4. A member then thanked the board for the breakdown of the accounts. The members were asked if the accounts as presented were acceptable.  
*It was agreed by all members present that the accounts should be accepted.*

5. Ian Kilday described his plan for taking the trust forward. The plan is:

Stage one. Collation of basic information eg Section 106 Agreement, Articles of Association, what the Trust actually does etc.

Stage two. Assessing the collated information and sorting into logical groupings; these are likely to be: finance, HR, operations, communications, etc.

Stage three. Creation of a new organisational structure for The Board, based on the groupings determined during stage two. This will probably consist of a Chairman and a number of directors, each with a set portfolio.

Stage four. Establishment of processes and procedures, based on the structure developed at stage three. The finance director establishes a financial plan, the HR director looks into contracts, etc.

Stage five. Bring various documents (Articles of Association, Section 106 Agreement etc) in-line with the new structure. This will 'close the loop' and ensure The Trust is compliant.

*Note: At this point a member suggested that we would need to seek legal advice with regard to changing the Section 106 Agreement and the Articles of Association.*

Stage six At a suitable time, a transition plan will be created in preparation for the residents taking over full responsibility for running The Trust.

Issue management strategy. The Board will need to formulate an issue management strategy and create an issue log.

Risk and Opportunity management strategy. The Board will need to formulate risk and opportunity management strategies.

*The members agreed that The Board should proceed with the plans as outlined above.*

6. Community Centre. Unfortunately as the Kier representative was unable to attend, we were unable to give clarification as to the plans for the community centre. However now that planning permission has been granted, we will be producing a business plan for the community centre.

7. Shuttle Bus. Tony Prior explained that he had investigated the idea of a trial run for the shuttle bus as suggested by a member at the AGM on 9<sup>th</sup> March 2009. Most of the companies approached were uninterested in taking on the business although Tony had obtained one quote for £285 per day for a two week trial. At this point the members were asked to vote on whether to run the shuttle bus, and the vote was a unanimous "No". The Trust would, however, need to provide alternative proposals to use the Commuted Green Transport Contribution. Various suggestions were made, including pool cars, which will be investigated.

8. A member then asked as to who would be providing the Cycle Link, as stated in the Section 106 agreement.

*The Section 106 agreement (paragraph 9.8 & 9.9) states that the council shall provide a secure cycle park and cycleway link.*

9. Any other business.

- a. Roads. At the recent informal meeting, resident Peter Garnham offered his expertise with regard to investigate the adoption of the roads. Peter is making steady progress, and providing regular updates to The Board. Detailed information will be uploaded to the website and be included in future Newsletters.
- b. Legal Action. A member suggested we should commence legal action against the developer and SKDC as they are failing in their obligations. The vote for legal action was unanimous. The members' vote will be taken into consideration when this matter is discussed at the next board meeting.
- c. Speed Limits. The board is in agreement with the residents that there is a need for lower speed limits on Elsea Park. We intend to set up a petition and will invite members to sign the petition when it is available.
- d. Line of sight at Aykroft/Tilia Way. A member asked that the hedge be trimmed lower as there is still poor visibility.
- e. Maintenance of open spaces. The Board has previously approached Kier, Bryant & Bovis to permit The Trust to maintain areas of the development that have not yet been handed over but are of a suitable standard to enable maintenance. Only Kier agreed to allow us to do so, and we re-charge the work at a rate of £11.26 per hour. However, Bovis and Bryant were adamant that The Trust is not to maintain their areas. We regularly contact Bovis and Bryant in an attempt to push them to maintain areas for which they are responsible.
- f. Bunds and Piles of Rubbish. Melanie has contacted Kier with regard to the piles of rubbish. Unfortunately Kier are unwilling to take action at present. Although Melanie has contacted Chris King, she has not had a reply. A member suggested she contact Ian Lawson instead.

- g. Melanie Hart's role and conditions of service. In response to several questions regarding her role and employment arrangements, Melanie took the meeting through the duties and responsibilities that she performs on behalf of The Trust.

*Post meeting note regarding Melanie's Conditions of Service:*

*Melanie Hart was employed by the trust for the reasons described in the minutes of the EGM Held on 30 April 2008, which can be viewed on the web site. Though it was known she would be moving away from the area on a temporary basis, it was decided that for business continuity reasons, The Board would allow her to work primarily from home and would reimburse travelling expenses to enable her to be available in The Trust office two days a month and on any other occasions where her presence was required in Bourne.*

- h. Springbank Play Area. With the Kier representative not in attendance we were unable to comment on the reason for the play area being closed. However we have contacted Kier for clarification, and await a response.
- i. Crossing the relief road to the meadow. We have looked into this but our request for a safe crossing has been refused. We will be pursuing other ways to try and improve safety.
- j. Parking. Members are politely requested to be mindful of parking in designated areas and within their own parking spaces.
- k. Debt collection. A resident asked for clarification on whether the Trust could re-possess a property. In every TP1 (Transfer Agreement) relating to the purchase of a property on Elsea Park, there is a clause affording the Trust additional powers in collecting outstanding debts. Our normal procedure usually involves contacting the mortgage company to request payment of the debt.
- l. Legal Action. A resident suggested that we asked our solicitors to list the Pro's and Con's of legal action against SKDC and the developer. Melanie asked for a vote and the members voted for this action. Melanie said she would raise this at the next board meeting and the members views would be taken into consideration.

10. Date of the next Annual General Meeting. The next AGM will be held on 26th October 2010.

11. There being no other business, the Interim Chairman closed the 7<sup>th</sup> Annual General Meeting at 9.00pm