

**Community Trust Directors minutes  
Wednesday 12<sup>th</sup> January 2011**

**Present:**

Angela Bailey	AMB	Resident Director ( Chair )
Matt Upex	MU	Resident Director
Barry Cook	BC	Resident Director
Ian Kilday	IK	Resident Director
Shirley Cliffe	SC	Bourne Town Council Appointed Director
Judy Smith	JS	South Kesteven District Council Appointed Director
Dan Browne	DB	Kier Land Director
Emma Cunnington	EC	Community Trust Manager

**1. Welcome and Apologies**

AMB welcomed everyone to the meeting and advised of no apologies received.

**2. Minutes from previous meeting held on 1<sup>st</sup> December 2010**

Minutes were agreed by the directors as a true copy.

**3. Matters arising not on the action plan**

BC advised he is waiting for information that can be put in the next edition of the Newsletter. Once he receives this and the office move is complete he will go ahead.  
**See action point 5**

**4. Action Plan**

Please see attached action plan for updates on each point.

**5. Account/Audit quote**

EC advised that Rebecca Burke ( RB ) had obtained 3 quotes for the accounts and audit from Moore Thompson, Bulley Davey and Duncan & Toplis with MU accompanying RB to Bulley Davey and Duncan & Toplis meeting. Due to MU working for Moore Thompson RB contacted them separately to obtain this quote.

The quotes came out as follows which include VAT:

Bulley Davey           £ [REDACTED]  
Duncan & Toplis       £ [REDACTED]  
Moore Thompson      £ [REDACTED]

<i>Note: The quote from Moore Thompson was £1020 less than the lower of the other two quotes</i>
--

RB wrote up in her summary that in her opinion of those she had meetings with Bulley Davey was her favoured choice due to them giving a much better overview of last year's accounts and determining the best way forward.

AMB raised some concerns about her going with Moore Thompson due to MU working for them and him being the Finance Director for The Trust. AMB felt the residents could question this choice and even though no impropriety was suggested

the residents may have a different view point. IK also expressed his concern and that to pay a little extra money would far out weight the costs of having the accounts and audit called into question. BC was concerned about the higher prices and could see no reason why we shouldn't go for Moore Thompson if they were the cheapest and the best. EC advised that Moore Thompson had put in their quote that to maintain independence the work would be carried out by a group that MU has no contact with. The file would also have clear instructions that MU is not be involved in any way. AMB asked JS and SC what they thought on the matter and neither of them had a problem with using Moore Thompson.

It was then decided that The Trust would award the contract to Moore Thompson to carry out the accounts and audit for the following year.

## **6. Community Trust Office**

AMB advised that the main issue was when we were going to be able to move in the coach house. AMB wanted to stress how awful the current conditions were in the office and that team were leaving work each day covered in dust. AMB was also concerned at the conflicting information we were receiving from different site managers and would like to see a more honest and open approach. DB had advised that we should be able to move in the coach house the week commencing the 24<sup>th</sup> January 2011 and he would also sort the flooring. **See action point 6**

## **7. Update on Income Collection**

AMB advised she has been looking at the accounts with RB and currently there is approximately £40,000 to £50,000 outstanding in community charge fees. None of the residents have received a reminder letter about the community charge but these are due to go out at the end of January. The Members Register and Sage are currently being worked on to ensure they are completely up to date. It has also been identified that a cluster of houses have never been put onto the system and we don't seem to have a deed of covenants for them. RB is currently working on this to try and resolve the problem.

BC asked whether the current Harland's system worked and how much time it was taking to process as Melanie had previously advised that it was a lot of hard work. EC advised it would take Rebecca a day at the most to transfer all the data over to Sage. IK asked for a print out that we receive from Harland's each month to be brought to the board meeting. **See action point 7**

## **8. Improving the Performance of the Board**

AMB produced a paper on how to improve the effectiveness of the board. AMB felt it would give the directors more purpose on what they should be doing plus give some guidelines on a timetable that should be worked to. All directors agreed with the content of the paper and proposed the suggestions made will now be adopted. AMB will speak with JS and SC separately on their responsibilities on the Board. **See action point 8**

## **9. Community Centre Update**

DB advised that he feels a more realistic date for the community centre to be opened will be September 2011. DB advised it would be good for AMB to meet with Alex who is currently working on the project team to discuss minor details on the finishing of the community centre. **See action point 9.** Dan advised the build currently

stands at £848,000. AMB will reinstate the community centre project team to discuss all outstanding issues and ensure a smooth handover process. **See action point 10**

## **10. Land Transfer Update**

JS advised she would contact South Kesteven District Council and see who is responsible for dealing with transferring areas of land. **See action point 2.** The directors advised they would like some confirmed details on the best process to take when adopting the areas of land over to the Trust. DB advised he would also like the play area at Springbank Drive to go over to the Trust around April. The directors asked for insurance to be checked and possible future costs that The Trust will incur. AMB advised she has a copy of the transfer documents.

## **11. Future Agenda Planning**

AMB advised she would like to put setting the annual charge and the DD costs as an agenda items for next time. AMB has also suggested putting the community centre equipment schedule down but agreed this could wait until March with the importance of the community charge looming and the slippage in the community centre timescale.

## **12. Any Other Business**

**12.1** SC asked if she could have a map of Elsea Park as she gets lost when she comes onto the estate. BC also suggested it would be good to put an up to date street map in the boards on the estate. **See action point 11**

**12.2** BC asked if a street sign will be put up for The Ridings as requested in the AGM last October. SC and JS also advised that they had been told of issues where an ambulance has been unable to find the street and taxi cabs also had issues. DB advised he would get a sign erected. **See action point 12**

**12.3** BC asked that where the new tarmac is being laid please could they ensure that the road is left even where the join is. Currently there are a couple of places where the tarmac stops and you had a drop of a couple of inches which cars need to drive over. **See action point 13**

**12.4** BC asked for the new computers in the Trust office to be downloaded with Norton security and have an admin account set up on each one. BC also asked for a stack of writable DVDs to be ordered so information can be downloaded on to them. BC also had some other IT issues which he will raise outside of the meeting. **See action point 14**

**12.5** DB advised they are working with the local authority at getting the primary school built near to the community centre. They have also been in talks with Bourne Grammar School who wish to build all-weather sports pitch. DB advised that David Wilson is currently building next to The Ridings and eventually there will be 219 homes with no affordable housing on that part of the site.

**12.6** DB advised there was some discussion about the cost of trees to be recharged to Kier and whether they were the trees for the Pollards. It was agreed that Dan would speak directly to Peter outside the meeting. DB advised another company would be coming in and planting trees down The Pollards with all the work being finished by the end of February.

**12.7** EC advised that she was now the manager for Rebecca and Peter. Any work requests please direct through EC as she is in the process of setting their targets for the year.

**12.8** AMB advised of the on-going issue with the Dyke adjacent to Campion Way. AMB met with some residents who were very angry at how the whole situation has been dealt with. They complained of feeling bullied into buying an area of land and did not feel they were consulted with properly during the process. They did not originally wish to buy the land but were worried about other people buying it and creating access issues to their property etc. The residents had been advised by Taylor Wimpey that they must put a bid into them to buy an area of land. DB will speak to Taylor Wimpey to confirm what is actually happening. **See action point 15**

**13. Date of next meeting**

Wednesday 2<sup>nd</sup> February 2011 commencing at 7pm  
Venue TBA

### **ACTION PLAN – December 2010**

	<b>DETAILS OF ACTION</b>	<b>OWNER</b>	<b>COMPLETED</b>
<b>1</b>	Speak to insurance company for a breakdown of what is currently covered and what charge, if any, to cover the play area and adopted land. <b>12.01. Computers have now been included but bot against theft as several people has access to the building. Petty cash need to be in a safe to be covered.</b>	Rebecca	<b>On-going to obtain quote for adopted areas of land</b>
<b>2</b>	Contact South Kesteven Council to see what procedure they have in place to adopt new areas of land <b>12.01 JS will find out who the contact is in the council and let EC know</b>	Emma	<b>On-going</b>
<b>3</b>	Meeting to be held with Peter to discuss gardening work that will be required for this area of land and what costs will be incurred	Rebecca	<b>Completed</b>
<b>4</b>	Email to Dan Browne for an update as to what is happening with Setts Green	Emma	<b>Completed</b>
<b>5</b>	Formal letter to be sent to Kier asking about the drainage of the pond and when this will take place	Angela	<b>Completed</b>
<b>6</b>	Section 106 agreement will be checked for guidance on how the ponds should be managed	Emma	<b>Completed</b>
<b>7</b>	Welcome pack to be looked and made smarter to include relevant information about Elsea Park. Rebecca will also find out how much each pack, with contents, will cost. <b>12.01 will continue to use up old stock before looking at new packs</b>	Rebecca / Emma	<b>On-going</b>
<b>8</b>	A register will be designed along with a signing sheet to keep track of all residents that have received a bird box and bus tokens	Rebecca	<b>Completed</b>
<b>9</b>	4 quotes to be obtained for local accountants/auditors which will include MU place of work Moore Thompson	Rebecca	<b>Completed</b>
<b>10</b>	Obtain 3 quotes for insurance of the Trust to include the new working arrangements and the adoption of land areas. This will be carried out once action point 9 is completed	Rebecca	<b>See action point 1</b>
<b>11</b>	Meeting with HSBC to ensure all directors are now on the bank mandate and have access to the account	Matt	<b>Completed</b>
<b>12</b>	Contact to be made with the site manager on estimated time of completion for new office	Emma	<b>Completed</b>
<b>13</b>	Update information needed on all bank accounts	Rebecca	<b>Completed</b>

### **ACTION PLAN – January 2011**

	<b>DETAILS OF ACTION</b>	<b>OWNER</b>	<b>COMPLETED</b>
1	Speak to insurance company what charge, if any, to cover the play area and adopted land	EC	
2	Contact South Kesteven Council to see what procedure they have in place to adopt new areas of land	EC/JS	
3	Welcome pack to be looked and made smarter to include relevant information about Elsea Park. Rebecca will also find out how much each pack, with contents, will cost	EC/RB	
4	Obtain 3 quotes for insurance of the Trust to include the new working arrangements and the adoption of land areas	EC	
5	Newsletter to be constructed and distributed. Information for content to be sent to BC	BC/ALL	
6	Confirmation of moving date to new office and flooring to be laid in all room	DB	
7	Copy of the Harland's report to be brought to the next meeting for directors to view	EC	
8	Director portfolio of responsibilities to be written	AMB	
9	Alex details to be given to AMB so progress can be made on the community centre	DB	
10	Community centre project team to get up and running to ensure no hold up with the build	AMB	
11	Source detailed map of Elsea Park with current street names on	EC	
12	Street sign to be erected clearly showing The Ridings	DB	
13	Concerns over current tarmac being laid and large ridges which cars have to drive over. Speak with relevant perosn to ensure safety	DB	
14	Security to be upgraded on the computers. Stackable discs to be ordered.	EC/BC	
15	Confirm with Taylor Wimpey what process they are carrying out with the piece of land in Campion Way	DB	

**Elsea Park Community Trust Board Meeting minutes  
Wednesday 9<sup>th</sup> February 2011**

**Present:**

Angela Bailey	AMB	Resident Director ( Chair )
Matt Upex	MU	Resident Director
Barry Cook	BC	Resident Director
Ian Kilday	IK	Resident Director
Shirley Cliffe	SC	Bourne Town Council Appointed Director
Dan Browne	DB	Kier Land Director
<b>In attendance:</b>		
Emma Cunnington	EC	Community Trust Manager
Rebecca Burke	RB	Community Trust Administrator

**1. Welcome and Apologies**

AMB welcomed everyone to the meeting and advised of apologies received from Judy Smith (JS).

**2. Minutes from previous meeting held on 12<sup>th</sup> January 2011**

MU advised that the minutes should state that he abstained from the vote for Moore Thompson. This was accepted and the minutes were agreed by the directors as a true copy.

**3. Matters arising not on the action plan**

AMB advised that a Community Charge reminder letter had been sent to all residents with an outstanding debt this week. A number of residents have already come forward to advise they had paid and wanted to know why they were receiving a letter. AMB advised that during July and August all mail received into the office was sent to Melanie's home address but one package containing a significant amount of mail was sent to her old address. This post has never been recovered and the Trust where unsure as to what mail was inside it. This could account for some of the queries coming in where residents have sent cheques to the office but they have never been cashed. The directors agreed that we would reimburse residents where they are charged by their bank to cancel the cheque once we have received written proof. This is making things very difficult for the Trust team and they are working hard to try and make the accountancy 100% accurate.

The Trust team had received a very abusive telephone call from a resident who has an outstanding amount of money to pay. [REDACTED] verbally abusive on the phone and at one stage threatened violence against the Trust staff if they sent anymore letters. EC advised that she would not tolerate this type of behaviour from any person and would be writing to the resident in question to advise they are banned from attending the office but could still contact the Trust by telephone, letter and email. The local Police will also be notified of the incident.

#### **4. Directors Voting / Conflict of Interest**

IK made a short presentation on his thoughts of directors voting. Currently directors do not vote on the community charge setting as it is seen as a conflict of interest.

Pros of directors voting:

- People who pay should have a say
- We are appointed by Kier so why shouldn't we have a vote
- The board is currently wholly appointed by Kier so even if we voted for something, Kier have a veto as they always hold the majority vote
- There are more people who make the collective decision so hopefully it will mean a better decision

Cons of directors voting:

- Possible conflict of interest ( although I don't agree there is one )

Pros of directors not voting:

- Possibility it will get round a conflict of interest

Cons of directors not voting:

- Not as many people to vote
- Why have people on the board if they can't vote, we are liable as directors anyway ( Companies House registration )
- Where do we draw the line? Everything we vote on has a financial impact in one way or another
- All the onus will be on non-resident councillors if Dan is not able to attend the meeting and we might not get a decision made if it is a contentious issue
- Resident directors would be no more than political lobbyists

DB advised that all resident directors have been voted in by Kier and as such should vote on any issue that arises. DB advised that the developer has given the opportunity for resident directors to vote on behalf of the residents of Elsea Park and this should include the setting of the community charge. AMB advised that only if a decision was exclusive to a single person then a conflict of interest would arise and that person shouldn't vote. The setting of the community charge will affect every single resident including the resident directors. AMB reported in JS absence that she was in favour for resident directors to vote on the community charge and that she could see no conflict of interest.

The motion was carried by all present that all directors, including resident directors, are able to vote on the setting of the community charge.

#### **5. Setting Community Charge**

AMB advised that the resident directors met the week before to discuss the charge so they were clear in their thoughts ready for this meeting.

AMB advised that the charge is Index Linked (IL) through the Retail Price Index (RPI) and this is the way the community charge must be set in accordance with the Deed of Covenant. MU asked what month do we base this figure on as the RPI is currently only showing up until December and we can't predict what the figure might be for



January. RB confirmed that last year's charge was based on the January RPI figure. It was discussed that the figure should be based on the same month for each year. It decided that December would be the month that RPI was based on which will make the community charge for April 2011 to March 2012 £247.80.

AMB recommended that the Trust should absorb the VAT and in the letter sent round to all the residents we should include a line which states that the Trust are absorbing VAT at the current rate for this financial year **see action point 12** . The directors agreed that for this financial year we should absorb the VAT. AMB raised that we would need to look at putting a clause in the deed of covenant about the VAT for all new residents **see action point 13**

AMB recommended that a charge of £10 is made as a one off initial payment for all residents wishing to pay by direct debit. This would help cover the charge for payments being taken every month and any payments that bounced. It was also recommended that 10 equal monthly payments be taken starting from May to give enough time for residents to come forward and set up. BC asked whether it would be beneficial to check with the FSA on DD charges and whether we are breaking any rules. AMB thought that as long as we advised it was for administration costs then we would be fine and residents also had an option to make direct payments which they wouldn't be charged for. AMB recommended and the directors agreed that direct payment should be our preferred method and that we should publicise this first followed by direct debits and cheque. In summary

\* £247-80 agreed as new community charge

\* Absorb 20% VAT

\* Charge one off payment of £10 for DD to be taken with first payment

\* Direct payments as preferred method

## **6. Community Charge Policy and Procedure**

EC had written and produced a community charge collection policy and procedure document for the directors to peruse. Everyone was happy with the content and agreed the guidelines in the policy should be adhered to.

## **7. Commercial Card**

RB advised that a visit had been made to HSBC along with MU and AMB. AMB advised that a commercial card would be beneficial for when we need to buy items over the internet where they wouldn't take a cheque or issue an invoice. One example was when we needed to purchase a Sage training pack and this could only be brought over the internet using a credit card.

BC and IK advised that we should have 2 cards so EC and RB had one each. This way it could be tied back to the user and what they were spending it on. EC felt that there wasn't a need for 2 cards as she would be authorising the use of the card in the office. For now it was decided to obtain 1 card with a limit of £5000 per month on the card. For any purchases over £100 this would need to be approved by 2 directors first. On-line banking was also agreed by the directors.

## **8. Action Plan**

Please see attached action plan at the end of the minutes.

## **9. Community Centre Update**

AMB advised that a meeting had been held with Alex Szarawarski who is the project manager for the community centre build. Several minor alterations were highlighted which Alex took on board. AMB was intending exploring the requirements to meet

environmental health standards to use the kitchen for occasional catering, not full catering needs. DB advised would get someone in Kier look in house to see what sort of requirements is needed for the kitchen area **see action point 15**. BC advised he will look further into the solar panel energy and where this could be incorporated into the build **see action point 16**. DB advised the window of opportunity was closing for a project like this to be incorporated.

## **10. Any Other Business**

10.1 DB advised that the contractors had been on site to assess the pond dredging and work would commence shortly. It has been agreed that an area in the meadows will be dug to place the silt in. Peter the grounds man has agreed this and advised it will not affected the surrounding area.

10.2 DB advised that the planting of the tree down The Pollards was due to commence next week with Peter overseeing the work

10.3 MU asked how much work was still to be done on Sage so it was completely up to date. RB advised it was going to be tight to get everything updated ready for the accountants at the end of April. BC asked whether hiring a temp would help with the situation. RB said it wouldn't help with the Sage as only one person can input at a time but if we had a dual system it would certainly be beneficial. EC was asked to look at what the requirements were and look at how we could ensure we met the deadline.

10.4 DB advised that plans had been drawn up for Linear Park and work was due to commence in the spring time. Directors asked that they were involved in mapping out the equipment requirements.

## **11. Date of next meeting**

Wednesday 2<sup>nd</sup> March 2011 commencing at 7pm  
Venue Elsea Park Community Trust Office

## ACTION PLAN – FEBRUARY 2011

	DETAILS OF ACTION	OWNER	COMPLETED
1	Speak to insurance company what charge, if any, to cover the play area and adopted land	EC	
2	Contact South Kesteven Council to see what procedure they have in place to adopt new areas of land	EC/JS	
3	Welcome pack to be looked and made smarter to include relevant information about Elsea Park. Rebecca will also find out how much each pack, with contents, will cost	EC/RB	
4	Obtain 3 quotes for insurance of the Trust to include the new working arrangements and the adoption of land areas	EC	
5	Newsletter to be constructed and distributed. Information for content to be sent to BC	BC/ALL	
6	Director portfolio of responsibilities to be written	AMB	
7	Community centre project team to get up and running to ensure no hold up with the build	AMB	
8	Source detailed map of Elsea Park with current street names on	EC	
9	Street sign to be erected clearly showing The Ridings	DB	
10	Concerns over current tarmac being laid and large ridges which cars have to drive over. Speak with relevant person to ensure safety	DB	
11	Confirm with Taylor Wimpey what process they are carrying out with the piece of land in Champion Way	DB	
12	Insert a line into the community charge letter advising of VAT being absorbed by the Trust	EC	
13	Look at putting a clause in the deed of covenant to advise of VAT	AMB/EC	
14	Contact Trident catering and environmental health in regards to the requirements for the community centre kitchen and bring this back to the community centre working group for discussion	AMB	
15	Look at Kier procedures for the community centre kitchen to see if they can be incorporated and what is required by law	DB	
16	Look at whether we are able to obtain solar panels etc for the community centre to make it more energy efficient	BC/ALL	



**Elsea Park Community Trust Board Meeting minutes  
Wednesday 2<sup>nd</sup> March 2011**

**Present:**

Angela Bailey	AMB	Resident Director ( Chair )
Matt Upex	MU	Resident Director
Barry Cook	BC	Resident Director
Ian Kilday	IK	Resident Director
Judy Smith	JS	Bourne Town Council Appointed Director
<b>In attendance:</b>		
Rebecca Burke	RB	Community Trust Administrator

**Meeting opened at:** 19:05

**1. Welcome and Apologies**

AMB welcomed everyone to the meeting and advised of apologies from Shirley Cliffe (SC), Dan Browne (DB), and Emma Cunnington (EC).

**2. Minutes from previous meeting held on 9<sup>th</sup> February 2011**

MU advised of the changes to a line in point 2 as follows. MU advised that the minutes should state that he abstained from the vote for Moore Thompson. The change is as follows MU advised that the minutes should state that he abstained from the vote in relation to the appointment of new auditors.

The second amendment is for point 4 on the following line. AMB advised that only if a decision was exclusive to a single person than a conflict of interest would arise and that person shouldn't vote. The change is: IK advised that only if a decision was exclusive to a single person than a conflict of interest would arise and that person shouldn't vote. IK and AMB agree the change.

IK has requested the following to be added to the minutes on point 7 after the following line. EC felt that there wasn't a need for 2 cards as she would be authorising the use of the card in the office. The sentence requested to follow is: The board agree that it is two cards that are needed so after the first card has been obtained we can put in motion the process for a second card. All directors agreed.

IK asked for an update of sage as he did not feel it was clear in point 10.3. He has asked what is needed to be done to get the computers linked for both RB and EC to have access to the same SAGE database. MU confirmed that we have a two user license and that it is already set up on EC computer ready for the linking of SAGE through a separate hard drive. BC said that once we have electricity from the mains he can bring a hard drive to run the two computers off the same data. MU confirmed that this needed to be done.

AMB said she was not sure if she had said about point 9, AMB was intending exploring the requirements to meet environmental health standards to use the kitchen for occasional catering, not full catering needs. After a discussion it was decided that AMB had agreed to speak to Trident and gather information and DB was to go to his team at Kier to discuss the costs involved. All directors agreed.

AMB has requested that when the final copy of the minutes is sent out it would be advisable not to have the water mark draft on all pages. IK, BC and AMB all advised that they would like to see it in small at the top left of the pages. All attending directors agreed.

IK and BC have requested that the minutes be page numbered and the top of each page. All attending directors agree.

A number of directors have requested some changes to the action plan as they feel it is confusing to follow.

- Can we not renumber each action plan point? AMB
- Can we have an expected completion date column? AMB
- It would be could to keep all actions on the plan for each month and do not carry them over. IK
- On the action plan column where it says complete I would like it to say Status. MU
- On each point I would like to see where it has been raised from and referenced back to the minutes. IK

All above points have been agreed by all attending directors.

### **3. Matters arising not on the action plan**

No Matters arising. All attending directors agreed.

### **4. Community Charge 2010 - 2011**

RB has advised that 2 weeks ago around 210 arrears letters have been sent out requesting the payment of £236.41 to be made to the trust. We have had a response and payments from around 60 of those houses but the remaining we have had no response from. Therefore we will be sending out a final letter to those remaining residents for that payment end of this week beginning of next week.

### **5. Community Charge 2011 – 2012**

AMB has requested that the invoice is to be circulated around to the directors first to review before being sent out to the residents.

BC and AMB have requested that a budget and last years expenses be produced and sent out with the invoice. All attending directors agree. **See Action reference Mar/1**

AMB advised that the breakdown will need to be more in depth compared with the last report that went out to the residents.

AMB and IK both have said that a budget and forecast will need to be done moving forward as standard practice. All attending directors agree.

BC raised the point that if the residents see an in depth report of all the finances they may ask the question, 'if we already have £160,000 across our banks then what is the coming charge going to be used for?'

AMB advised that we have large expenses to cover for the community centre and over half of the current funds will be spent on furnishings. Therefore resident's money this year will be going towards the day to day running of the community centre.

MU advised that for the finance report it could be done on a leafo system.

AMB agreed this point.

BC said that he feels the running cost for the community centre will be minimal and should cost around £20,000 - £25,000 a year.

IK disagreed that the running costs would be as low as that. He feels that they will soon add up and if we do not think about it carefully and budget right they could soon creep away from us. All attending directors agreed.

IK also raised the point that he feels breaking away from Kier in the future would be beneficial to the trust as they would then be able to look at changing the deed to allow for a lower community charge. All attending directors agreed.

AMB has advised that the paperwork attached to the invoice should be outsourced so we are not using our printer for heavy loads of work. All attending directors agree.

## **6. Review of play areas**

AMB was hoping for DB to be present at this meeting to discuss in depth Linear Park and the play areas. A question raised by AMB is should the big play equipment be moved to the play area near the community centre and the residential play parks be for the purpose of smaller children. This may reduce noise and disruption in these areas.

BC has raised the concern that on the plans for the community centre and linear park it shows the play parks and other communal areas. Can this be changed before build and landscaping takes place?

AMB has expressed her disappointment with Kier that the play parks have been put on the plans before a discussion with the trust had taken place.

IK raised the point that he thought DB had said it hadn't been decided what was going to go there.

All attending directors feel that it will need to be raised with DB to discuss this matter further.

AMB feels that before the trust makes any decisions with the play equipment around Elsea Park we should ask the residents views and opinions first.

BC has advised that having open meetings similar to those the trust held for the community centre would be a good route to choose. All attending directors agree.

JS made the point that the more open meetings you have the better and this will build on your relations with the residents.

IK requested that we hold them in the current trust office.

AMB advised that it should be completely open. AMB discussed that we should not use questionnaires as they can have leading and do not allow for open answers.

AMB has requested that EC is to find out a timescale on linear park and play areas for deciding equipment. **See Action Mar/2**

AMB would like to set the date for the open evenings after the New Year invoices have been sent out. All attending directors agree. **See Action Mar/3**

BC and IK advised that agreed dates and times should be posted in the next newsletter. All attending directors agreed. **See Action Mar/4**

## **7. Community Centre Equipment Schedule**

AMB gave apologies as not able to give an update at this time.

## **8. Bus Tokens**

RB explained that after speaking with delaine last week they have confirmed they are no longer accepting the bus tokens from 1<sup>st</sup> April 2011. RB had previously sent out an email to the directors asking for

feedback and views for how we can take the scheme forward. RB had originally suggested that an in house system between the trust and Delaine may work. Unfortunately this may be quite costly and unrealistic to achieve.

IK has asked for another way of working with local transport. An idea raised by IK is, if a resident has bought a bus pass this can then be refunded back up to the sum of £50.

BC acknowledged IK's idea and said we could also have a scheme in regards to buying a bike. On production of receipt they will receive £50 towards it.

MU asked the question if the green fund has any restrictions in regards to what it can be used for.

AMB and JS confirmed that the green fund states any type of green transport.

IK asked if the amount will be staying at £50. All attending board members agreed the gesture to stay at £50.

BC & AMB have requested a slip of paper with a status update of the bus tokens and delaine to be put with the invoice going out to the residents next week. BC will also put an update of the website. **See Action Mar/5**

All attending board members have agreed that two types of gestures should be offered to the residents in the sum of £50. One type is to cover any green transport and the other for a purchase of a bike at a local store.

## **9. SAGE/ Accounts**

AMB has asked RB to type up a letter on behalf of BC for Nationwide and NatWest so we can find out who is on the bank mandate and to start receiving bank statements. **See Action Mar/6**

RB updated directors on the status of the accounts on sage and confirmed that they are on target to be sent to the accountants beginning on May 11.

MU has requested that he comes in to sit with RB to go through the accounts and the VAT to help prepare the account for the accountants. RB is to let MU know a convenient time. **See Action Mar/7**

AMB has advised the directors that she will be coming into the office to sit with EC and RB to discuss a work schedule and best way to move forward into the new financial year.

AMB wishes for the directors to think about a suitable date for the AGM this year and feels that around August/September would be a suitable time. AMB had hoped the community centre would be open in time for the AGM but is looking unlikely with the current building schedule. **See Action Mar/8**

## **10. Action Plan**

No further points to discuss with the action plan. All issues were raised under point 2 of the agenda.

## **11. Any Other Business**

RB has raised a concerning meeting from a resident who wishes to be exempted from paying 10/11 charge and 11/12 charge as a good will gesture for the lack of work received from the trust. The residents requested that the board acknowledge their request with a letter from the board. BC said that he will put together a letter and send to the resident. **See Action Mar/9**

BC advised that it would be a good idea to inform the resident that previously we have had another resident take us to court and the outcome was in the trusts favour.

RB is to provide to BC the CCJ information relevant for the response. **See Action Mar/10**

RB also raised a letter on behalf of EC from a resident demanding to know the work schedule for last year to date and the accounts as the resident wishes to see where the trust money is being spent and for what purpose.

AMB advised RB that in response it would be best to outline the following that the trust takes care of:

- Ask PE for all the work he has done since Apr 10 to date
- Inform about the award that we won November 2010
- Police work and projects
- Quarterly Newsletter
- Up keep of the website

AMB has requested to see the letter being sent by EC before sending to the resident. **See Action Mar/11**

**12. Date of Next Meeting**

Wednesday 6<sup>th</sup> April 2011 commencing at 7pm  
Venue Elsea Park Community Trust Office

**Meeting Closed at: 20:50**



**ACTION PLAN – FEBRUARY 2011**

<b>Ref</b>	<b>DETAILS OF ACTION</b>	<b>OWNER</b>	<b>STATUS</b>	<b>Estimated Completion Date</b>
Feb/1	Speak to insurance company what charge, if any, to cover the play area and adopted land.	EC	On Going	6 <sup>th</sup> April 2011
Feb/2	Contact South Kesteven Council to see what procedure they have in place to adopt new areas of land	EC/JS	Completed	
Feb/3	Welcome pack to be looked and made smarter to include relevant information about Elsea Park. Rebecca will also find out how much each pack, with contents, will cost	EC/RB	On Going	6 <sup>th</sup> April 2011
Feb/4	Obtain 3 quotes for insurance of the Trust to include the new working arrangements and the adoption of land areas	EC	On Going	May 2011
Feb/5	Newsletter to be constructed and distributed. Information for content to be sent to BC	BC/ALL	Completed	
Feb/6	Director portfolio of responsibilities to be written	AMB	To Start	To Confirm
Feb/7	Community centre project team to get up and running to ensure no hold up with the build	AMB	To Start	To Confirm
Feb/8	Source detailed map of Elsea Park with current street names on	EC	On Going	6 <sup>th</sup> April 2011
Feb/9	Street sign to be erected clearly showing The Ridings	DB	Complete	February/March 2011
Feb/10	Concerns over current tarmac being laid and large ridges which cars have to drive over. Speak with relevant person to ensure safety	DB	Completed	February 2011
Feb/11	Confirm with Taylor Wimpey what process they are carrying out with the piece of land in Campion Way	DB	Completed	February 2011
Feb/12	Insert a line into the community charge letter advising of VAT being absorbed by the Trust	EC	MU to update	7 <sup>th</sup> March 2011
Feb/13	Look at putting a clause in the deed of covenant to advise of VAT	AMB/EC	MU to update	7 <sup>th</sup> March 2011
Feb/14	Contact Trident catering and environmental health in regards to the requirements for the community centre kitchen and bring this back to the community centre working group for discussion	AMB	To action	6 <sup>th</sup> April 2011
Feb/15	Look at Kier procedures for the community centre kitchen to see if they can be incorporated and what is required by law	DB	To action	6 <sup>th</sup> April 2011
Feb/16	Look at whether we are able to obtain solar panels etc for the community centre to make it more energy efficient	BC/ALL	To Action	6 <sup>th</sup> April 2011

**ACTION PLAN – MARCH 2011**

<b>Ref</b>	<b>DETAILS OF ACTION</b>	<b>OWNER</b>	<b>STATUS</b>	<b>Estimated completion Date</b>
Feb/1	Speak to insurance company what charge, if any, to cover the play area and adopted land	EC	On Going	6 <sup>th</sup> April 2011
Feb/3	Welcome pack to be looked and made smarter to include relevant information about Elsea Park. Rebecca will also find out how much each pack, with contents, will cost	EC/RB	On Going	6 <sup>th</sup> April 2011
Feb/4	Obtain 3 quotes for insurance of the Trust to include the new working arrangements and the adoption of land areas	EC	On Going	May 2011
Feb/6	Director portfolio of responsibilities to be written	AMB	To Start	To Confirm
Feb/7	Community centre project team to get up and running to ensure no hold up with the build	AMB	To Start	To Confirm
Feb/8	Source detailed map of Elsea Park with current street names on	EC	On Going	6 <sup>th</sup> April 2011
Feb/12	Insert a line into the community charge letter advising of VAT being absorbed by the Trust	EC	MU to update	7 <sup>th</sup> March 2011
Feb/13	Look at putting a clause in the deed of covenant to advise of VAT	AMB/EC	MU to update	7 <sup>th</sup> March 2011
Feb/14	Contact Trident catering and environmental health in regards to the requirements for the community centre kitchen and bring this back to the community centre working group for discussion	AMB	To Action	6 <sup>th</sup> April 2011
Feb/15	Look at Kier procedures for the community centre kitchen to see if they can be incorporated and what is required by law	DB	To Action	6 <sup>th</sup> April 2011
Feb/16	Look at whether we are able to obtain solar panels etc for the community centre to make it more energy efficient	BC/ALL	To Action	6 <sup>th</sup> April 2011
Mar/1	A report is to be produced for last year's expenses and a budget for this year.	AMB		9 <sup>th</sup> March 2011
Mar/2	Need to speak to DB about the status of the play parks and linear park. Also to asses a timescale.	EC		6 <sup>th</sup> April 2011
Mar/3	Open evening date to be set after invoices have gone out for new charge.	ALL		31 <sup>st</sup> March 2011
Mar/4	The dates and times for open evening to discuss the play parks need to be published in the next newsletter.	BC		31 <sup>st</sup> May 2011
Mar/5	Information regarding delaine and the stopping of the bus tokens to be written up and put with the invoice to go out to the residents.	RB		8 <sup>th</sup> April 2011
Mar/6	Type up a letter to go to NatWest and Nationwide for BC to receive relevant information.	RB	Complete	4 <sup>th</sup> March 2011
Mar/7	Meeting between RB and MU beginning of April 11 to be arranged for work on SAGE	RB		11 <sup>th</sup> March 2011
Mar/8	A date to be decided for the AGM this year.	ALL		6 <sup>th</sup> April 2011
Mar/9	BC to produce a letter with information given to him from RB for the resident discussed in the minutes on point 11 first paragraphs.	BC		6 <sup>th</sup> April 2011
Mar/10	CCJ information to be given to BC in relation to action point Mar/9 and minute point 11.	RB	Complete	4 <sup>th</sup> March 2011
Mar/11	A letter is to be drawn up for the resident who is requesting the information on what work we have specifically done last year. AMB to see before sending to Resident. See minute point 11.	EC/AMB		11 <sup>th</sup> March 2011



**Elsea Park Community Trust Board Meeting minutes  
Wednesday 6<sup>th</sup> April 2011**

**Present:**

Angela Bailey	AMB	Resident Director ( Chair )
Barry Cook	BC	Resident Director
Ian Kilday	IK	Resident Director
Shirley Cliffe	SC	Bourne Town Council Appointed Director
Judy Smith	JS	South Kesteven District Councillor
<b>In attendance:</b>		
Rebecca Burke	RB	Community Trust Administrator
Emma Cunnington	EC	Community Trust Manager
Peter Ellis	PE	Trust Groundsman

**Meeting opened at:** 19:00

**1. Welcome and Apologies**

AMB welcomed everyone to the meeting and advised of apologies from Matt Upex (MU) and Dan Browne (DB)

**2. Minutes from previous meeting held on 2<sup>nd</sup> March 2011**

No amendments were requested and the minutes were accepted by the board as a true copy.

**3. Matters arising not on the action plan.**

Date of AGM – AMB advised that now we had appointed the new accountancy team and they are planning to complete the accountancy work during the first two weeks of June then we need to look at a fixed AGM date. All the directors agreed that the AGM would take place in July before the start of the school summer holidays otherwise September was the next date available which was too far away. All directors agreed that Wednesday 20<sup>th</sup> July would be the next AGM.

Linear Park and other parks – As Dan Browne from Kier was not present at the meeting this item could not be discussed.

Green Energy for Community Centre – BC discussed solar energy for the new community centre and so far has received 2 quotes, one from Kier and one Larkfleet homes. A slightly different brief was given to Larkfleet Homes from Kier but BC will go back to Kier to re quote with the same brief. Details of the quotes were discussed at the meeting and the potential savings to the Trust over a 25 year period. The directors welcomed the feedback and were encouraged by the potential savings to The Trust plus the positive environmental impact. BC will obtain a third quote to bring back to the next board meeting to ensure value for money before a final decision is made by the directors.

There were no further matters arising

**4. Grounds Maintenance Budget**

RB advised that whilst she is completing the year end accounts she is now able to give accurate figures on the budget for 2011/2012. PE advised he would like to maintain his own budget and have input on what it should be set at. RB has produced the grounds maintenance budget and PE agreed this is an accurate figure for the year ahead. PE advised that any money not spent on his budget will be rolled over

into next year. IK questioned whether we need to put Kier recharge work into the contingency plan as we will receive this money back anyway. It was agreed that the recharge work would come out of the reserve and not listed separately in the accounts as we receive this money back. All directors agreed the budget and AMB advised it will be taken to the AGM and posted on the website.

## 5. Trust Office

Update on new annual charge collection – [REDACTED] advised that since the new charge letter has been sent out the Trust have received just over £15,000 in payments and 80 direct debits have been set up. The first reminder letter is due to go out at the beginning of May.

Arrears collection for previous years – [REDACTED] reported that at the beginning of February there were 210 properties which had not paid their £236.41 charge. Following on from the 2 reminder letters requesting immediate payment only 42 properties are now left outstanding. [REDACTED]

[REDACTED]. The board agreed that legal action should be sought as this payment was now a year overdue and 2 reminder letters, advising of court action, had been delivered to the residents. AMB advised it was not fair for all the residents that had paid their monies when due.

Issues raised from members – EC advised that since the new charge letter was sent out a few people had come forward to ask about the double payment, as they saw it, of council tax and the community charge. Suggestions have been made that we adopt the councils system of banding the properties per size so for example a one bedroom flat would pay a lot less than a detached 5 bedroom house. A suggestion was also made that we make a reduction in the charge for single occupancy like the council does. The discussion concluded that as the community charge was significantly lower than the council tax that the bureaucracy and checking system that would have to be put in place was prohibitive. Neither would we have the routine information that would be needed to do it. It was also recognised that if the Trust didn't exist that the cost of properties would have been higher as a sum would have been paid by the developers for the ongoing cost of all the facilities on the development. This would have needed to have been passed on to the purchasers of the property and therefore been reflected in house prices. An update to this decision will be printed in the next edition of the newsletter.

Name change on Deed of Covenant – EC advised the board that when RB was updating the accounts system she went back to the D of C to ensure the accounts were set up with the correct names. A few people have come forward to advise they have got married, one person has left or a member has passed away. None of the D of C have ever been changed. EC advised that they been giving advise out on what to do but some members have refused to change the details with the land registry. EC advised we would send correspondence out with the updated details but the D of C would stay in the registered names until they were changed with the land registry.

## 6. Process for Appointment of Directors

EC advised that she has received a request from someone on the estate wishing to become a director. AMB also advised that she had received a request. The board agreed to ask these people for a CV and covering letter as to why they wished to join the board and what qualities they think they can bring. AMB advised that one of the requests came from a current partner serving on the board and asked the directors there thoughts on this. All directors agreed this was fine and each individual has their own thoughts on matters.

## 7. Risk Analysis

IK has put the following matrix together and wanted the directors to think about risks to the business and what might possibly affect the Trust going forward.

**Basic Probability x Impact Risk Matrix**

		Impact on business		
		Minor	Medium	Major
		1	2	3
Probability of occurrence	Less likely	1	2	3
	Roughly 50:50	2	4	6
	More likely	3	6	9

**Quick guide**

When assessing your risk ensures you are not swayed into making a risk appear less significant than it is.

This is a quick and dirty method of allocating a priority to risks.

First, establish how likely it is that the risk will actually occur.

Second, if the risk were to happen, what would be the impact?

Third, input a number (1, 2, or 3) into the respective cell for probability and impact.

The risk score is the produce of these two numbers, as shown in the table above.

There is an option for a management amendment to be made to discriminate between risks of equal value.

When the table is sorted by overall risk score we should be able to see which our most pressing risks are and then work though how we mitigate those risks by managing them.

It was agreed that this would be used as part of the overall planning process and that Board members needed to come to the next meeting with ideas of what the top 10 risks are.

**8. Website**

Members Forum Page – BC advised that he had been contacted by a member who thought it would be a good idea to have an online forum on the Elsea Park web page. BC is going to check the current web package to see if it will allow a forum to be set up and if not what are the possibilities are moving web host. All directors agreed it was a very good idea and excellent way of engaging the members.

Advertising / Sales / Wants page – All the directors thought this would be a good idea and BC will look into the logistics of being able to do this

Posting of Formal Minutes – It was agreed by the board that from January 2011 all board meeting minutes will be placed onto the website for all members to read.

**9. Sports Facilities for Elsea Park**

AMB advised that the local Rugby, Hockey and Netball club are all getting together and looking for a new site in Bourne. One site identified is off the 3<sup>rd</sup> roundabout on the bypass close to where the Elsea Park playing fields would be. It was agreed that AMB would open a dialogue with the organisations to see how they could work together.

## 10. Action Plan

Please see updated action plan attached.

## 11. Future Planning

LA Service Cuts – Due to time restraints AMB advised this would be discussed at a future meeting.

Trust Objectives – AMB advised the directors that it would be good practice to have a long term working plan for the Trust. AMB asked if the directors will have a slightly longer meeting to go over a working document for the next 3 years so the Trust has a clear vision on what it should be doing and where it should be going. EC advised it would also help her to clarify in the Trust office of what the team should be doing. IK was concerned at doing this whilst the developer was still on the board and thought it may be better to do once the board was solely made up of resident directors. AMB asked about having a facilitator who could help the directors with the structure of this meeting. Some of the directors didn't feel this was appropriate.

It was decided that a meeting would go ahead and the directors would bring a list of 10 things they thought were currently a big risk to the Trust.

## 12. Any other Business

EC advised that residents had been complaining about the Springbank Park and it not being opened at regular times. EC advised she would speak with MU and AMB also advised she could lock/open the gate when Matt wasn't available.

AMB advised the directors that a land transfer document had been put together and EC, PE and AMB inspected the Meadows and the strip of land along the A15 on Tuesday. The Meadows is ready to be transferred over but the repair work still needs to be completed on the bus shelter. There were also wear and tear issues on the play area but AMB thought it was reasonable to transfer over in this state. The directors agreed the transfer of the Meadows but that the bus shelter needed to be repaired first before we took over this area of land.

BC advised that he had been contacted by Bourne in Bloom and they were interested in erecting some nature signs around the meadows. BC advised he would get some further information off them first to bring back to the board meeting.

BC thanked the Trust staff for their commitment and hard work.

## 13. Date of Next Meeting

Wednesday 4<sup>th</sup> May 2011 commencing at 7pm  
Venue Elsea Park Community Trust Office

**Meeting Closed at: 21:40**

**ACTION PLAN – APRIL 2011**

<b>REF</b>	<b>DETAILS OF ACTION</b>	<b>OWNER</b>	<b>STATUS</b>	<b>ESTIMATED COMPLETION DATE</b>
Feb-01	Speak to insurance company what charge, if any, to cover the play area and adopted land	EC	on-going	Aug-11
Feb-03	Obtain 3 quotes for insurance of the Trust to include the new working arrangements and the adoption of land areas	EC	on-going	Aug-11
Feb-06	Director portfolio of responsibilities to be written	AMB	on-going	May-11
Feb-07	Community centre project team to get up and running to ensure no hold up with the build	AMB	on-going	May-11
Feb-16	Look at solar panels for community centre	BC	on-going	May-11
Mar-02	Sort an open evening for consultation on play parks	EC	on-going	May-11

**Elsa Park Community Trust Board Meeting minutes  
Wednesday 8<sup>th</sup> June 2011**

**Present:**

Angela Bailey	AMB	Resident Director ( Chair )
Barry Cook	BC	Resident Director
Ian Kilday	IK	Resident Director
<b>In attendance:</b>		
Rebecca Burke	RB	Community Trust Administrator
Alex Szarawarski	AS	Kier Representative

**Meeting opened at: 19:00**

**1. Welcome and Apologies**

AMB welcomed everyone to the meeting and advised of apologies from Matt Upex (MU), Dan Browne (DB), Judy Smith (JS), Shirley Cliffe (SC) and Adam Cooke (AC)

**2. Minutes from previous meeting held on 6<sup>th</sup> April 2011**

No amendments were requested and the minutes were accepted by the board as a true copy.

**3. Matters arising not on the action plan.**

AGM – Date for the AGM has now been confirmed as the 27<sup>th</sup> July 2011 start time of 7.00pm.

Appointment of Directors – Awaiting copy of CV and reason for application from one of the two candidates to be assessed by the board in time for the AGM.

**4. Trust Office**

Update on Arrears collection – RB gave a summary from 1<sup>st</sup> April 2011 to 8<sup>h</sup> June 2011 of rent received and monies outstanding and updated directors that there are 33 houses currently with Grantham County Court and are being actioned. Please see arrears report attached for more detail.

Cash received – RB explained that three houses had paid their charge by cash last year and their accounts had not been correctly updated. A full investigation has been done and all attending directors agree to amend the accounts accordingly.

Customer Service Log – Ian Kilday requested that the customer service log to be sent to all directors to review and amend. This should categorise all correspondence to enable trend analysis and speed of response to be regularly reviewed. RB to send by COB 9<sup>th</sup> June 2011.

Projects – RB explained progress on the Leytonstone Lane project to the Board. This was a questionnaire sent to the residents of that area asking them what landscaping they would like to see. RB to send all paperwork to Directors.

Accounts – RB informed the directors that the copy of the accounts had been given to the accountants last week and the audit is due to take place 16<sup>th</sup> & 17<sup>th</sup> June 2011.

**5. Play equipment and Arena Park**

Linear Park – AS went through the maps outlining the landscaping of Linear Park. Kier have considered the safety for children and put fences in certain areas of potential flooding. The cycle path has now been confirmed and has been agreed by the council.

Arena Park – AS explained that the land adjoining Tennyson Drive is planned to be handed over to the trust with the whole of Linear Park. Barry Cook expressed concern as trust residents would not be able to



have access but would pay to maintain the area that Tennyson drive residents would use. AMB has asked for further information and to see how Kier suggest landscaping that area. AS is to speak to DB and get back to the directors by the next meeting.

**Action AS**

Re-profiling of the banks is due to take place at the Tesco end of Linear Park shortly (AS)

Gym Equipment – AS brought the pricing and information of the suggested gym equipment to go centrally along the main part of linear park. All directors agree that this is not what they were thinking in terms of equipment and would prefer something that would blend with the surroundings rather than actual pieces of steel gym equipment. One of the suggestions was to look at a wooden trim trail with wooden bridges etc. AS to go back to RSS for further ideas and alternative plans for a trim trail.

**Action AS**

Community Centre play park / NEAP – AS provided the board with 3 different options for the play park area next to the community centre. Two options include both a toddler and an older children's' area and one option is just older children. AS asked which option the Board would be interested in. AMB stated that this be put out to all members and ask for their feedback as to which option they would like to see. All directors agreed.

Open Event/Consultation – With the above points in mind it has been decided that the newsletter due to go out within the next couple of weeks should focus on an open evening to be held for the residents to discuss the play park and also the trim trail/Gym equipment along linear park. BC is to produce the newsletter along with a questionnaire form for residents to fill out and bring to the open sessions. All directors agreed. This will take place week commencing 27<sup>th</sup> June 2011. Times to be confirmed to RB by AMB.

**Action BC, AMB, RB**

Peter Ellis asked RB to raise a few points with regards to Linear park, meadow seed and The Pollards.

Linear Park – RB asked what the degree of angle of repose would be and how that would affect the grass cutting done by Peter. AS informed the board that it would be suitable for mowing machinery.

The Pollards – RB informed AS that Peter Ellis estimates that by next spring Kier will need to replace between 30-50% of the trees. He confirmed that the type of trees chosen were good and are suited to that area but the difficulty is how they were planted. They were mishandled and roots were exposed to frost this has contributed to their failure. AS will look into and update the board.

**Action AS**

Meadow Seed – RB has raised a concern of Peter Ellis that the seeding of all of Linear Park with wild flower seed will result in the land looking messy and difficult to maintain. AMB suggested pockets of wild flower seed along Linear Park and AS confirmed this is possible. All board directors agreed.

## **6. Potential Nursery**

Busy Bee Preeschool nursery has approached AMB to investigate the possibility of building a children's nursery on Elsea Park. AMB advised the board that there could be scope for the nursery to replace the shops next to the community centre. It was agreed that this would be passed on to Kier to handle.

**Action AS**

## **7. Longhurst Housing grounds maintenance**

Longhurst Housing have asked the trust if they can maintain the communal areas around the houses on the new estate as part of the Annual Charge. The board have agreed that if we maintain the area it will be recharged back to Longhurst and be above the Community charge. However it was agreed that the Trust does not want to take on ownership of that land or the cost.

**Action DB**

**8. Planning session and Land transfer catch up**

All Directors to review paperwork for the planning session and send back to AMB.

**Action All**

The Board were informed that the Meadows land transferred last month for the meadows. AMB requested that now the bus shelter had been fixed that the long strip adjacent to the A15 can now commence transfer. This was agreed by the Board.

**9. Action Plan**

AMB advised that the Community Centre team will commence shortly.

**Action AMB**

Advert has been produced for Community Trust manager Job.

**Action AMB**

**10. Future Planning**

AMB has requested RB to produce a monthly finance report for the board of directors.

**Action RB**

**11. Any other Business**

IK has been in touch with Natwest about Bonds and updating the Signature mandate. RB to action updating the mandate and the relevant paperwork to be distributed accordingly.

**Action RB**

BC reviewing printers for the trust office and will compile the information ready for the next meeting.

**Action BC**

**12. Date of Next Meeting**

6<sup>th</sup> July 2011

**Meeting Closed at: 21:45**

**ACTION PLAN – May 2011**

REF	DETAILS OF ACTION	OWNER	STATUS	ESTIMATED COMPLETION DATE
Feb-03	Obtain 3 quotes for insurance of the Trust to include the new working arrangements and the adoption of land areas	RB	on-going	Aug-11
Feb-06	Director portfolio of responsibilities to be written	AMB	on-going	May-11
Feb-07	Community centre project team to get up and running to ensure no hold up with the build	AMB	on-going	May-11
Feb-16	Look at solar panels for community centre	BC	on-going	May-11

Jun-08	Sort an open evening for consultation on play parks AS provide paperwork Agree dates Newsletter	RB	on-going	July-11
--------	--	----	----------	---------

**Elesa Park Community Trust Board Meeting minutes  
Wednesday 6<sup>th</sup> July 2011**

**Present:**

Angela Bailey	AMB	Resident Director ( Chair )
Matthew Upex	MU	Resident Director
Dan Browne	DB	Developer Director
Adam Cook	AC	Land Director
Judy Smith	JS	Bourne Town Council Representative
Shirley Cliffe	SC	Bourne Town Council Appointed Director
<b>In attendance:</b>		
Rebecca Burke	RB	Community Trust Administrator

**Meeting opened at:** 19:00

**1. Welcome and Apologies**

AMB welcomed everyone to the meeting and advised of apologies from Barry Cook (BC) and Ian Kilday (IK).

**2. Minutes from previous meeting**

No amendments were requested and the minutes were accepted by the board as a true copy.

**3. Matters arising not on the action plan.**

IK on 5<sup>th</sup> July 2011 advised that he will no longer be acting as a Resident Director and sent his resignation. All directors acknowledged.

AMB has informed that she has received a CV from [REDACTED] to apply to be a resident director.

AMB is going to contact [REDACTED] to invite her to an interview.

**Action AMB**

MU is to enquire if [REDACTED] still wants to apply for the other vacant position.

**Action MU**

The Resident Director interviews will be taking place on ??? and a decision will be made ready for attendance of the next monthly meeting.

DB advised that the dying trees along The Pollards will be replaced ready for land transfer to the trust.

**Action DB**

DB has been in contact with Busy Bee preschool to discuss the possibility of a preschool to be built near the community centre. Further update will be given at the next monthly meeting.

**Action DB**

**4. Trust Office**

Correspondence Spread sheet - AMB has asked for the spread sheet to be sent out to all directors before each board meeting. RB confirmed.

**Action RB**

Staffing – The Trust manager's position went on Jobs today for 6<sup>th</sup> July 2011 and will be open for 2 weeks. The interviews will be held by AMB and MU on 27<sup>th</sup> July.

**Action AMB & MU**

AMB advised that minor changes had been made to the job specification to put more emphasis on the project work and less on the financials.

DB has asked for the Job to also be advertised in the Newsletter for this month. All directors agree. AMB is to organise the Newsletter.

## 5. Play area consultation

RB has shown the Play area presentation to all directors ready for the open event on the 25<sup>th</sup> -27<sup>th</sup> July 2011.

AMB has asked for the Play area presentation to be shown at the AGM on the 27<sup>th</sup> July 2011.

Gym equipment – AMB has asked for specifications on the Gym equipment along Linear park and more detailed pictures.

**Action AMB**

## 6. Projects

Beehive Project Idea – RB explained that a Bee hive residential group could be set up on the meadows and to ask a group of interested residents to set it all up and manage the project at the trust expense. All Directors agree. RB to set up.

**Action RB**

Leytonstone Lane – RB has shown the plans developed by Peter Ellis that are developed from the engagement work from that area. The design is a combination of all the residents' ideas and thoughts. DB will get it professionally drawn up so it can be sent to the residents. RB to send out once complete.

**Action DB & RB**

Allotments – DB asked if there is a possibility to have allotments up near the meadows and if the trust could look into the idea. All directors agree that it maybe something worth looking into. AC also advised that there is a strip of land next to the meadows that he could sell to the trust for the purpose of the meadows. RB to have a look into and update the board.

**Action RB**

## 7. Community Centre Update

Kitchen – AMB and Alex Swaraski have had a meeting with a Kitchen company to discuss the plan and layout of the kitchen. The prices from them came in very high and too elaborate.

A meeting was held with the Environment health officer (EHO) at Grantham with AMB and Alex Swaraski to ascertain what the legal requirements are. The EHO advised the following:

- PVC Surfaces on the wall and floor
- Gas cooker (extractor needed, 6 ring burner)
- Fridge that is capable of keeping below 8°C
- No tiles, stainless steel is better (future proofing)

The project board team will make the decisions and then it will be shown to the Board of Directors.

## 8. Solar Panels

The board have all agreed that solar panels should be purchased.

Awaiting BC to provide the information on the two quotes so the board can make a decision ASAP which to go for so they can start to be fitted.

DB and AC have conflict of interests.

## **9. Accounts**

RB is to send Hannah at Moore Thompson an email asking for an update on the audit and accounts.

**Action RB**

MU is to produce a report and budget for the AGM showing the current funds and where they are proposed to be spent in the next year.

**Action MU**

## **10. Planning Session**

AMB circulated the notes to the directors at the last meeting.

The draft AGM Agenda and 10/11 Accounts need to be sent out 1 week before the AGM (19<sup>th</sup> July 2011).

## **11. Action Plan**

RB is to produce 3 quotes of insurance ready for the next board meeting.

**Action RB**

## **12. Future Planning**

Springbank play park – Look at revamping the area in conjunction with the community centre play park.

## **13. Any other business**

Taylor Wimpey – AMB has asked DB to offer Taylor Wimpey a seat on the board of Directors. DB is to arrange ready for next meeting.

**Action DB**

AMB has asked RB to arrange a meeting with a head of Taylor Wimpey legal department to discuss the correct new build legal procedures. RB is currently encountering problems with receiving TP1's from them and has an issue with some restrictions being placed on the properties.

**Action RB**

## **14. Date of the next meeting**

7<sup>th</sup> September 2011

**Meeting Closed at: 20:25**

**ACTION PLAN – June/July 2011**

<b>REF</b>	<b>DETAILS OF ACTION</b>	<b>OWNER</b>	<b>STATUS</b>	<b>ESTIMATED COMPLETION DATE</b>
Feb-03	Obtain 3 quotes for insurance of the Trust to include the new working arrangements and the adoption of land areas	RB	on-going	Aug-11
Feb-06	Director portfolio of responsibilities to be written	AMB	on-going	May-11
Feb-07	Community centre project team to get up and running to ensure no hold up with the build	AMB	on-going	May-11
Feb-16	Solar panel information to be given to the board to review for action.	BC	on-going	May-11
Jul 11	Arrange an interview for resident director posts	AMB	on-going	July- 11
Jul 11	Complete interview for Trust manager post and appoint	AMB/MU	on-going	Aug-11
Jul 11	Start and Complete Leytonstone lane project	RB/PE	On-going	Sep/Oct 11
Jul 11	Sign off the accounts and Audit	All	On-going	Jul 11

**Elsa Park Community Trust Board Meeting minutes  
Wednesday 7<sup>th</sup> September 2011**

**Present:**

Angela Bailey	AMB	Resident Director ( Chair )
Matthew Upex	MU	Resident Director (Finance)
Barry Cook	BC	Resident Director (Communications)
Dan Browne	DB	Developer Director
Judy Smith	JS	Bourne Town Council Representative
<b>In attendance:</b>		
Sally Waltham	SAW	Community Trust Manager
Rebecca Burke	RB	Community Trust Administrator

**Meeting opened at:** 19:00

**1. Welcome and Apologies**

AMB welcomed everyone to the meeting and advised of apologies from Adam Cook (AC) and Shirley Cliffe (SC). It was agreed that a get well card would be sent to SC.

**2. Minutes from previous meeting held on 6<sup>th</sup> July 2011**

No amendments were requested and the minutes were accepted by the Board as a true copy.

**3. Matters arising not on the action plan.**

AMB advised [REDACTED] had no further contact with her regarding interviews for Resident Director. AMB will contact to confirm. Advert for Resident Directors to be advertised in the September 2011 Newsletter. All board agree.

**Action 1 SAW**

DB informed the Board that Kier homes are currently talking to Busy Bees Nursery and drawing up a possible scheme for a nursery to be built or rented on Elsa Park.

**4. Management Report**

SAW advised the board that the Management Report will be a standard item on the Agenda moving forward. The Trust Office Report will also be incorporated in this.

Point 4 on the report "Insurance Cover and Health & Safety" was brought to the Boards attention.

SAW advised that RB has a direct interest in Oakwood Insurance and Financial Consultants Ltd and that RB had no involvement in the Insurance quotes or the selection process. (RB remained in the meeting but took no part in the discussion)

- Oakwood Insurance and Financial Consultants Ltd are now the Trust Insurance brokers from 16<sup>th</sup> August 2011 to 16<sup>th</sup> August 2012.
- MU had discussion with Oakwood about Directors Indemnity cover and now feels that the Board of Directors are protected. This was not in place before.

SAW to circulate the Insurance summary to the Resident Directors.

**Action 2 SAW**

SAW next summarised the Health & Safety report from B-Safe and circulated a paper to the Board present. It was agreed that the health & safety report be circulated. (attached) The report recommended that the board to consider on-going Health & Safety support.



- The Board agreed to implement option 2. SAW to call B-Safe and confirm the support option. The recommendation was based on the community centre being included in the support.

**Action 3 SAW**

SAW explained about a group called Locality and how it can help the trust in gaining information about running the community centre, maintenance and different courses.

AMB advised that all Board members should look at Locality website and feedback ideas to SAW.

**Action 4 All Board**

ID badges and business cards have been produced by RB at the request of SAW. AMB requested ID badges for each residential Board member with business cards for the chairman.

**Action 5 RB**

## 5. Trust Office

RB informed that there were a large number of queries during July 2011 with a total of 41 but in August this dropped dramatically to 14. The high number in July may have been due to the 3<sup>rd</sup> invoice reminder going out to residents, the Play park consultation and the AGM.

BC picked up on the number of queries relating to parking and commercial vehicles. Upon reading the Deed of covenant he can see that you are not allowed to park a commercial vehicle outside your house. The Board discussed the definition of commercial and difficulties of enforcement. Board agreed to pick up at another meeting should there be a complaint.

A request for an Eliet Edge cutter for the Groundsman was approved and RB to purchase on behalf of The Trust.

**Action 6 RB**

The Board was informed that an Apprentice has been appointed with a start date of 12<sup>th</sup> September 2011. The successful candidate is Liam Dodd and he will be starting on the business apprenticeship course at Stamford College whilst working in the office and helping give support to the Trust Administrator.

The Board requested that extra help for Peter Ellis (grounds man) be looked into. This would form part of an overall review of grounds maintenance.

**Action 7 SAW**

## 6. Accounts

It is planned that the budget be finalised so that it can be used for budget monitoring. It was agreed that MU, SAW and RB discuss the half year point and to refresh the budget and to include the community centre. MU to advise RB when available.

**Action 8 MU**

DB asks if a forecast can be given for the next 3 years. SAW also asked DB if he can supply a forecast of figures for the number of houses to be built over the next 3 years. All figures to be given to RB to calculate with MU for budget.

**Action 9 DB**

BC asked if the facility for residents to pay by Standing Orders can be stopped and only allow monthly payments via the Harlands Direct Debit service. AMB advised that this should be discussed when setting the new year charge at the beginning of 2012. All board members agree.

RB pointed out key areas on the arrears report to the board. The main item discussed with the board was that 96.05% of houses that have either paid or were on a payment plan. The Board thanked Rebecca for the hard work that had gone in to achieving this excellent result.

RB advised that currently there are 26 houses for 2011/2012 that have not paid or committed to pay the £247.80 charge. There are currently 7 houses that have not responded to the court action for 2010/2011 and are also included in the 26 houses for 2011/2012.

RB gave a brief overview of the Trust bank accounts. RB to send DB the information on mandates so the Natwest, Nationwide and Lloyds bank accounts are up to date.

**Action 10 RB/DB**

## 7. Community Centre Update

RB updated the board with the decision from the Community Centre Play park open event. The final totals are 5 for option 1, 14 for option 2 and 5 for option 3 with one person opting for no play park. Option 2 is 50/50 split of play equipment for Toddler and Junior.

The Basket Ball Hoop is due to be moved from Springbank Drive to the Community Centre play park. All attending board members agree the transfer of the Basket Ball Hoop.

AMB raised the fitness equipment along Linear Park and how The Trust will progress with type of equipment and purchasing. All board members present agree to have outdoor gym equipment put along a section of Linear Park. Feedback from residents consulted had been positive. Items that are preferred are moveable metal gym equipment e.g. Handle boat, Parallel Rails, Power push and Mini Ski. It was requested that prices are requested for the next Board meeting and then if acceptable it will be tendered through Kier

AMB requested that laurels be placed around the ranch fencing on Springbank Drive Play Park. The Board agreed.

RB is to liaise with Peter Ellis to establish a quote and send a letter out to Springbank residents advising of changes to that area.

**Action 11 RB**

MU requested an update on the replacement of the baby swing on Springbank Play Park. RB informed that Rob Crossland has been informed and he is seeking a replacement. DB has asked RB to follow up and if necessary to buy one and recharge back to Kier.

**Action 12 RB**

RB updated on the potential variances on the Community Centre. SAW handed out a schedule of variances to the board. RB has produced a detailed schedule following the individual changes and potential costs to the trust.

The Board discussed the schedule of variances.

DB informed the board that the potential variance costs may be paid for by Kier and he will update the board on the outcome. SAW to follow up with DB.

**Action 13 SAW**

AMB has requested organised meetings at the community centre for residents that have had an involvement and wish to see the building stages. SAW to organise.

**Action 14 SAW**

## 8. Projects

The Beehive project has been research in the past month by RB and Peter Ellis. Peter Ellis attended a bee keeping course on the 6<sup>th</sup> September 2011 to discuss the potential for a hive on the meadows. The update from Peter Ellis is it will be very complex and would generate a lot of work for The Trust. The suggested idea is to get in touch with Peterborough Bee Hive society and ask them to supply and maintain the beehives on the meadows with the possibility of having talks for the residents once a year or more depending on response. RB will ring the Secretary of the Bee society for more information. Update will be given at next board meeting.

**Action 15 RB**

The work to improve the grassed area on Leytonstone Lane is due to commence Oct 2011 and currently awaiting the CAD plan from Kier (Alex S) to send out to the residents. The budget for the work is £1,860.00.

## 9. Solar Panels

SAW had taken on the Solar PV Project from BC and reported to the Board on the outcome of the procurement process. Three companies had been invited to submit proposals: Kier Energy had declined the invitation and quotations had been received from two companies: Lark Energy and SRE Technologies. Any installation would be a retrofit.

SRE had not followed up on the invitation to submit a revised proposal which was issued to both companies. Therefore evaluation of the proposals was based on their original submission. The Lark Energy quotation was the lower of the two, being £1934 exc. VAT lower than SRE Technologies. The full appraisal of the two proposals was detailed in the written report to the Board.

Additionally the Lark Energy proposal offered options on monitoring with the opportunity for residents to have access to on-line information regarding energy consumption. An annual sponsorship sum was also offered.

The Board felt that installation of a PV system offered a number of benefits including:

- reduction in energy costs to the Trust in the use of the Community Centre
- production of a 25 year income stream through the feed in tariff
- provision of a better rate of return than monies invested in the bank albeit the capital outlay takes away the flexibility to use the money for other purposes
- offers a good fit with the Trust's green credentials and will be a useful tool in resident engagement

The key points of Lark Energy's proposal are:

- Total size of installation 9.80 kWp
- Estimated Total Energy Production 8.4 MWh per annum
- Estimated Feed in Tariff (FIT) income in Year 1 £3,310
- Estimated Energy Savings in Year 1 £631 (assumes 75% pv-generated on site) @10p unit
- Total cost of installation £26,068 ex VAT £31,282 inc. VAT

It was estimated that the payback period was 6-7 years based on the current feed-in tariff rates

The Board agreed to commission Lark Energy to install the PV system at a cost £26,068 exc. VAT together with Option 3 for monitoring and maintenance. The offer of an annual sponsorship sum was also accepted.

(Adam Cooke had previously declared an interest in this matter. He was not present at this meeting of the Board and had taken no part in the discussion and negotiations with the Trust about PV either in or outside of Board meetings)

**Action 16 SAW**

#### **10. Tennyson Drive**

DB asked the Board to consider incorporating a triangular area of Public Open Space at Tennyson Drive into the wider public open space at the adjacent linear park. Kier were prepared to consider the payment of a commuted sum to cover the future maintenance costs of this area in order to address the concern expressed by Resident Directors. DB would inform SAW of the amount of area involved so that the amount of a commuted sum could be determined. The final decision would be made prior to the transfer of Linear Park when all information was available.

**Action 17 SAW**

#### **11. Future Events**

MU has asked all members to bring to the next board meeting possible events to be held at the community centre.

**Action 18 ALL**

#### **12. Action Plan/Future Events**

Action plan reviewed. RB to update.

**Action 19 RB**

#### **13. Any other business**

DB has asked the decision on maintaining the new Housing Association – Longhurst Housing green areas.

SAW updated the board with an email from Alex S where he asked if The Trust can confirm on taking ownership of the parking areas and green areas. All board agree they do not want to take ownership. However they will consider maintaining the areas and recharging them back to Longhurst Housing. SAW to look into the maintenance cost and a recharge rate. DB to inform Longhurst Housing.

**Action 20 SAW / DB**

BC raised the issue of right of ways at the meadows and the public right of access. The Board discussed the need to consider the purpose and the future use of the Meadows. SAW to review and report back to the Board at a future meeting

**Action 21 SAW**

**14. Confidential Item – See separate minute****15. Date of the next meeting**5<sup>th</sup> October 2011**Meeting Closed at: 22:00****ACTION PLAN – Sept 2011**

<b>REF</b>	<b>DETAILS OF ACTION</b>	<b>OWNER</b>	<b>STATUS</b>	<b>ESTIMATED COMPLETION DATE</b>
Feb-06	Director portfolio of responsibilities to be written	AMB	on-going	May-11
Jul 01	Arrange an interview for resident director posts	AMB	on-going	July- 11
Jul 03	Start and Complete Leytonstone lane project	RB/PE	On-going	Sep/Oct 11
Sept 1	Advert for resident directors in Newsletter	SAW	On-going	Sept 11
Sept 4	All board members to view the Locality Website	All	On-going	Oct 11
Sept 5	Produce business cards for Resident Directors	RB	On-going	Oct 11
Sept 7	Extra help for Peter Ellis to be reviewed	SAW	On-going	Oct 11
Sept 8/9	Produce a new budget and com Cen Budget	RB/MU	On-going	Oct 11
Sept 10	Gather info on mandates to refresh and gain access to the accounts	RB/DB	On-going	Oct 11
Sept 14	Com Centre meetings to be organised for residents	SAW	On-going	Oct 11

**Elsa Park Community Trust Board Meeting minutes  
Wednesday 5<sup>th</sup> October 2011**

**Present:**

Angela Bailey	AMB	Resident Director ( Chair )
Matthew Upex	MU	Resident Director (Finance)
Barry Cook	BC	Resident Director (Communications)
Judy Smith	JS	SKDC Representative
<b>In attendance:</b>		
Sally Waltham	SAW	Community Trust Manager
Rebecca Burke	RB	Community Trust Administrator

**Meeting opened at:** 19:00

**1. Welcome and Apologies**

AMB welcomed everyone to the meeting and advised of apologies from Adam Cook (AC) Dan Browne (DB) and Shirley Cliffe (SC).

**2. Minutes from previous meeting held on 7<sup>th</sup> September 2011**

No amendments were requested and the minutes were accepted by The Board as a true copy.

**3. Matters arising not on the action plan.**

AMB asked for a letter to be sent to Springbank residents to update them on the progress of agreed work to commence along the fencing and play area. Main items in the letter will be the planting of laurels and the transfer of the Basketball hoop to the community centre.

**Action 1 SAW**

AMB asked for an update on the gym equipment and if we have received any quotes. RB confirmed that she has sent an email to Alex S at Kier asking for rough prices of each piece of proposed equipment. Awaiting a response and RB will update the board at the next meeting.

**Action 2 RB**

RB informed the board that she has now received the Leytonstone Lane CAD drawing and handed the drawing to the directors. This is going to be circulated to the residents of Leytonstone Lane in preparation of the work commencing ready for residential use in the spring.

**4. Management Report**

SAW highlighted some points of interest for the board to discuss and consider.

First point raised for The Boards attention was 1.0 on the report "The Ponds". BC raised an issue of the silt being dumped close to the roads in a small area, before transfer to the meadows. SAW will call Fen Ditching and report back to the board details.

**Action 3 SAW**

AMB asked for a more detailed update to be put in the newsletter about the dumping of the silt and the disruption this may cause on the road out of the estate. SAW to update the newsletter.

**Action 4 SAW**

Point 1.3 was raised for discussion;" The fountains". SAW asked the boards view on the Fountains being reduced to one each side. All board agreed that it will be more cost effective in the future to only have one fountain each side. SAW to update Kier.

**Action 5 SAW**

Point 2.1 was raised for discussion by BC, "Inspections" – Water Lane

BC has asked for a further inspection to be carried out along to Bund on Water Lane as there is a collection of rubble and sand bags along with a Harris fence. SAW confirmed that she would ask PE to review that area with Kier and resolve before handover to the Trust. Board Agree.

**Action 6 SAW**

BC has asked for a temporary fence to be put up along the bund while the young trees grow to stop residents walking through that area to cross the bypass. This will give the trees along there a chance to grow without being disturbed or broken. Board agree. SAW to look into the fencing with Kier.

**Action 7 SAW**

Next raised by SAW was point 3.0 "Legal advice". All Board agreed to go ahead and seek legal advice to resolve the current land registry issues.

AMB raised a question for the board relating to point 7.0 "David Wilson Homes" (DWH). AMB would like to invite a representative from DWH to attend the next Board meeting. The Board agree. SAW to arrange.

**Action 8 SAW**

## 5. Correspondence Report

The Board reviewed the report and were happy with the progress and noted that during the month of September there was a significant decrease in complaints received into the trust office.

## 6. Financial Reports

RB advised The Board that she, MU and SAW had met to discuss the previous budget and to set a new half year budget and the future 12/13 budget. The outcome was that RB created a new format for the budget and using the figures agreed at that meeting.

AMB asked for the budget to be shown in Net of VAT and for Kier recharges to be included in income and to bring it to the next board meeting with the amendments. Board agree to review at next board.

**Action 9 RB**

RB is to arrange a meeting with AMB to discuss the budget, ready for the next board meeting.

**Action 10 RB**

## 7. Community Centre Report

SAW updated The Board with a summary of previous month's activity such as finalisation of the specification on the community centre, preparation of a draft budget, Board decision on the PV installation and a site visit.

SAW confirmed that the site visit was successful and that the feedback from the residents that attended the subsequent meeting was that the Grand opening should be held at Easter time to ensure that all building work was complete and equipment were in place. Board agree to have an aim to have the formal opening of the Community Centre around Easter. SAW to arrange.

**Action 11 RB**

BC asked if open sessions before the grand opening would be useful and allows residents to walk around the centre to get a feel for it. Board agree.

SAW said the first approach to generating an initial stream of money would be to have a state of the art meeting room and hire that out as much as possible. It will be easy to kit out and relatively possible to manage at the start. Board agree.

The trust office team have updated the equipment schedule ready to be sent back to the resident group to approve. RB is to send out.

**Action 12 RB**

SAW will start to prepare a lettings and hiring policy ready for Board approval at the Dec Board meeting. Also incorporated in that there will be an update on the licenses that can be held at the community centre.

**Action 13 SAW**

SAW has looked into having the Community centre as a polling station for next year and the council have confirmed that the community centre will be a good venue to utilise. Board agree.

As part of the hand over the board asked SAW to look into the Trust having an independent survey and report back to costing of that at the next Board meeting.

**Action 14 SAW**

Grants and Sponsorship can also be looked into, such as Tesco for kitchen equipment, children's equipment and TVs with a possible grant for a community cinema. Board agree these are good ideas to look into.

**Action 15 SAW**

The Board asked SAW to review CCTV and ensure it is in place before the handover so it is properly secure. Board agree.

BC has asked if SAW can explore the possibility of a car park barrier to be erected to stop anyone parking there when the centre is closed. SAW to review for next meeting.

**Action 16 SAW**

It has been confirmed by Kier that the centre will have extra car parking spaces that can be used. SAW to publish in the Oct newsletter.

**Action 17 SAW**

The Board approved the project plan.

**8. Tennyson Drive**

It has been confirmed by DB that the connecting footpath between Linear Park and Betjeman Close will be removed and replaced with grass.

Board agreed to continue looking at a commuted sum if that area was to be incorporated into the rest of Linear Park without any dividing fences.

**9. Gritting**

BC updated the board with information that he has received from a resident that works for the council. If the trust were to grit the roads they would only be able to do this while the roads are in ownership of Kier. Once the highways adopt the roads The Trust will not be allowed to grit any of the roads or paths with a grit lorry or trailer.

A way forward might be for The Trust to supply two grit bins at the opening of Elsea Park on the bridge area. SAW to liaise with the highways to see if they would find this acceptable.

**Action 17 SAW**

Grit bins were agreed by The Board for the community centre car park. RB to look at prices and purchasing.

**Action 18 RB**

**10. Action Plan/Future Events**

Action plan reviewed. RB to update.

**11. Any other business**

SAW updated The Board with the news that the Ifor Williams GD106 trailer has been stolen on 30<sup>th</sup> September between 10.00 am – 3.00pm. Police have been notified and the insurance company are looking into the claim. RB will update at next board meeting.

**Action 19 RB**

The compound is now being locked at all times. The combination locks have been requested by BC to be changed and RB to notify the board of the new combination numbers.

**Action 20 RB**

JS raised a concern with the Welcome to Bourne sign being blocked by the hedge row. RB to ask PE to look into and confirm if the trust own the hedge, if the trust own the hedge PE will cut back.

**Action 21 RB**

JS has suggested that Elsea Park enter in Lincolnshire in Bloom for their own individual award next year and to incorporate The Meadows and Linear Park. JS is to gather more information and bring to the next Board meeting.

**Action 22 JS**

BC has asked for broadband to be reviewed and to look into getting broadband with our current phone provider. SAW is to review and get back to The Board at the next meeting.

**Action 23 SAW**

[REDACTED]

**Action 24 RB**

MU has asked the dog bins and bins in general to be reviewed at the next board meeting.

**Action 25 SAW**

MU has asked SAW to look into the broken fence along the A15 opposite Tesco and get it repaired. SAW to update at next Board meeting.

**Action 26 SAW**

**12. Pay review & Staff Training - Confidential Item – See separate minute**

**13. Date of the next meeting**

2<sup>nd</sup> November 2011

**Meeting Closed at: 22:00**

### **ACTION PLAN – Oct 2011**

<b>REF</b>	<b>DETAILS OF ACTION</b>	<b>OWNER</b>	<b>STATUS</b>	<b>ESTIMATED COMPLETION DATE</b>
Feb-06	Director portfolio of responsibilities to be written	AMB	on-going	Nov 11 – Jan 12
Jul 03	Start and Complete Leytonstone lane project	RB/PE	On-going	Jan 12
Sept 7	Extra help for Peter Ellis to be reviewed	SAW	On-going	Mar 12
Sept 8/9	Produce a new budget and com Cen Budget	RB/MU	On-going	Nov 11
Sept 10	Gather info on mandates to refresh and gain access to the accounts	RB/DB	On-going	Nov 11
Oct 01	Letter to Springbank about Laurels	SAW	on-Going	Nov 11
Oct 02	Gym equipment along Linear Park – quote	RB	On-going	Nov 11
Oct 03	Dredging of ponds – Contact fen ditching about initial dumping	SAW	On-going	Nov 11
Oct 08	Contact David Wilson Homes – Attend next meeting	SAW	On-going	Nov 11
Oct 09	Changing of budget from gross to Net – Kier recharges	RB	Resolved	Nov 11
Oct 11	Grand opening of com cent – Event to be organised	SAW	On-going	Mar 12
Oct 13	Lettings, hiring and licenses policy	SAW	On-going	Dec 11
Oct 14	Independent survey for the community centre-costing	SAW	On-going	Nov 11
Oct 17-18	Grit bins – Liaise with LLC	SAW	On-going	Nov 11
Oct 22	Bourne in Bloom awards	JS	On-going	Nov 11
Oct 23	Broadband at the office	SAW	On-going	Nov 11



Oct 24		SAW	On-going	Nov 11
Oct 25	Dog bins and normal bins. Look into placing of them	SAW/PE	On-going	Nov 11

**Elsa Park Community Trust Board Meeting minutes  
Wednesday 2<sup>nd</sup> November 2011**

**Present:**

Angela Bailey	AMB	Resident Director ( Chair )
Matthew Upex	MU	Resident Director (Finance)
Barry Cook	BC	Resident Director (Communications)
Shirley Cliffe	SC	Bourne Town Council Representative
Judy Smith	JS	SKDC Representative
<b>In attendance:</b>		
Acer Chittock	AC	Land Manager, David Wilson Homes
Sally Waltham	SAW	Community Trust Manager
Rebecca Burke	RB	Community Trust Administrator

**Meeting opened at:** 19:00

**1. Welcome and Apologies**

AMB welcomed everyone to the meeting and advised of apologies from Dan Browne (DB).

AC has confirmed that he will try and attend the meetings regularly.

**2. Minutes from previous meeting held on 5<sup>th</sup> October 2011**

No amendments were requested and the minutes were accepted by The Board as a true copy.

**3. Matters arising not on the action plan.**

SAW updated the Board on feedback received from a resident on Springbank in response to the letters that were sent out with this regarding ASB from youths in the play park. SAW advised the resident to contact the police when ASB is occurring.

SAW informed The Board that Leytonstone Lane is nearing completion and most planting is complete. The next step is for the bench and bird table to be installed.

BC asked SAW for an update on broadband. SAW advised that currently she is considering extending the current service with 02. SAW will also enquire with 02 about the community centre wireless networking.

**Action 1 SAW**

**4. Management Report**

SAW highlighted some points of interest for the board to discuss and consider.

"Grit bins". SAW confirmed that the Clerk supported the idea of having grit bins on the bridge on the entrance to Elsa Park.

"Dog Waste Bins". SAW advised The Board that after research it would be best to move forward with the idea of having normal bins for both general waste and dog excrement. Board agreed to move forward with this proposal.

SAW is currently reviewing where to place the bins around Elsa Park and will work with Peter Ellis on this.

**Action 2 SAW**

The Board agreed to SAW having the authority to apply for membership and expenses within reason without consulting the Board beforehand.

"Trailer Theft". SAW informed the Board that the new trailer is bigger and has mesh sides. This will eliminate the need for skip hire and Peter Ellis will be able to use the trailer to take the garden waste straight to the skip for composting. This will be more environmentally friendly and also cost effective.

AC advised the Board that due to the David Wilson site recently having various thefts they will be implementing full time security on the site. This may help add protection to the trust compound.

"Christmas & New Year Opening". Board agree for the office to be shut between Christmas and New Year for 3 days.

"Locality" their financial analyst Neil Trup had visited Elsea Park to meet with SAW and RB to discuss the advice on finance around the community centre. His services will have a cost attached to them but the Board confirmed the previous agreement of a sum of £5000 as a consultancy budget for work required for the Community Centre. RB to update the budget to include consultancy costs.

**Action 3 RB**

#### **4.5. Asa Chittock from David Wilson Homes**

AC informed the Board that previously there have been two sites in Bourne where David Wilson has built and they know the area well.

AC ran through a few points about their development on Elsea Park:

- Show home is opening early December with a soft launch first and then a VIP launch to include guests from The Trust.
- The spine road is now complete
- There are going to be 3 show homes comprising of a 2 bed, 3 bed and a 4 bed
- In total David Wilson will be building 118 houses
- They have set a 4 year plan in motion to sell all of the houses
- David Wilson are the only developer on site to have received the 5\* House Builders Federation award
- All of their houses come with a 5 year warranty

AC has asked for comments about the green area they are currently developing to coincide with the show houses. AC will supply SAW with the proposed plant species list for Peter Ellis to review. Comments to be sent back to AC by 4<sup>th</sup> November 2011.

**Action 4 AC**

SAW has requested that AC send both herself and RB an info sheet for house sales.

AC confirmed that they use external solicitors and he will give the contact details to RB for the legal completion paper work.

**Action 5 AC**

#### **5. Correspondence Report**

SAW advised the Board that the correspondence report should be reviewed and reported to the Board in a different format. RB confirmed that there had not been a great deal of queries comes through to the office. Making a note of every correspondence is time consuming and should be limited.

The new approach will be to produce a report similar report to this month with an overview. Any major complaints or queries will be highlighted separately.

#### **6. Financial Reports**

RB informed the Board that the arrears are reviewed monthly via an aged debtors report from SAGE with SAW. This will keep on track with the County Court action as well as monitoring payment plans and Harlands Direct Debts.

AMB asked to see last year's County Court progress at the next Board meeting. RB is to update and report back to the Board at Dec 11 meeting.

**Action 6 RB**

RB talked through the revised Budget and explained that it is nearly finished and will be ready to be reviewed and signed off at Dec 11 meeting. RB is to sit with AMB again before the Dec 11 meeting.

**Action 7 RB**

## 7. Community Centre Report

SAW updated the Board with a summary of the previous month activity. The project plan is largely on target. The equipment plan is now drafted and ready to place an order on some equipment. The Board confirmed the equipment schedule placed before. The schedule included previously 'agreed' items. It was recognised that some items were essential for the move into the centre whereas others could be procured at a later date.

SAW explained to The Board about the meeting herself, AMB and [REDACTED] (a resident) attended at Mawsley Village. It provided a lot of useful information and how to and not to run a community centre.

Visits to other halls were thought advisable to see how others operate. Therefore SAW asked for the Dec 11 meeting that she produces an issues paper on the operation of the community centre for the Board debate. Board agreed.

**Action 8 SAW**

AMB is to arrange another project meeting before Dec 11.

**Action 9 AMB**

AMB and BC have asked SAW to arrange ordering the agreed equipment for the Community Centre before Dec 11 meeting. SAW is to sit with Trust staff and work through the list.

**Action 10 SAW**

## 8. Tennyson Drive

DB has updated SAW that the agreement of a commuted sum for the triangle area of land has been accepted by Kier.

**Action 11 SAW**

SAW is to circulate the original minute to give clarity on previous decisions on the commuted sum.

**Action 12 SAW**

## 9. Gym Equipment

The Board reviewed the gym equipment and cost and agreed to only having 5 pieces of equipment instead of 7. SAW to update SSP and communicate a start date. The two pieces of equipment to be removed from the quote are Push hands and the Leg stretch.

AMB has asked once the gym equipment has been fitted, an event to be organised for the Elsea Park residents as part of the Easter opening. SAW to look into.

**Action 13 SAW**

## 10. Action Plan/Future Events

Future events for the community centre to be looked into.

## 11. Any other business

BC has asked for the surgeries with Rob Crossland to be organised because at the AGM it was strongly felt from the residents that we should be having them. Board agreed.

**Action 14 SAW**

AMB has asked for the Board and SAW to start to think how to reconstitute the Board as per the Articles of Association. SAW to look into with AMB. Board have agreed for SAW to seek legal advice on this matter.

**Action 15 SAW**

Booking System – SAW confirmed one is being developed In House.

### 11.1 Solar PV

SAW updated The Board with the recent news about reduction on feed-in Tariff prices to be bought forward to Dec 11. SAW asked the Board if they still wish to progress with the PV. Board agreed to put the PV on hold for the time being and review it at a later date.

SAW is to contact Larkfleet to cancel the order. SAW updated the Board that we have not signed any contracts and should not incur any costs in cancelling.

**Action 16 SAW**

**12. Date of the next meeting**2<sup>nd</sup> December 2011**13. Staff Training - Confidential**

Meeting Closed at: 22:00

**ACTION PLAN – Oct 2011**

REF	DETAILS OF ACTION	OWNER	STATUS	ESTIMATED COMPLETION DATE
Feb-06	Director portfolio of responsibilities to be written	AMB	on-going	Nov 11 – Jan 12
Sept 7	Extra help for Peter Ellis to be reviewed	SAW	On-going	Mar 12
Sept 8/9	Produce a new budget and community Centre Budget	RB/MU	Completed	Dec 11
Sept 10	Gather info on mandates to refresh and gain access to the accounts	RB/DB	On-going	Dec 11
Oct 02	Gym equipment along Linear Park – quote	RB	Actioned	Dec 11
Oct 11	Grand opening of community centre – Event to be organised	SAW	On-going	Mar 12
Oct 13	Lettings, hiring and licenses policy	SAW	On-going	Dec 11
Oct 14	Independent survey for the community centre-costing	SAW	On-going	Dec/Jan 11
Oct 22	Bourne in Bloom awards	JS	On-going	Dec 11
Oct 23	Broadband at the office	SAW	On-going	Dec 11
Oct 24	██████████	SAW	On-going	Dec 11
Nov 08	Issues paper on running community centre	SAW	On-Going	Dec 11
Nov 09	Project meeting	AMB	On-Going	Dec 11
Nov 10	Ordering equipment for Com Cent	SAW	On-Going	Dec 11
Nov 15	Reconstitution of the Board	SAW/AMB	On-Going	Jan 11
NOV 16	Cancel order of PV panels	SAW	Actioned	Dec 11

**Elsa Park Community Trust Board Meeting minutes  
Wednesday 7<sup>th</sup> December 2011**

**Present:**

Angela Bailey	AMB	Resident Director ( Chair )
Matthew Upex	MU	Resident Director (Finance)
Barry Cook	BC	Resident Director (Communications)
Shirley Cliffe	SC	Bourne Town Council Representative
Judy Smith	JS	SKDC Representative
Dan Browne	DB	Kier Land Director
<b>In attendance:</b>		
Anna Gregory	AG	Resident representative
Sally Waltham	SAW	Community Trust Manager
Rebecca Burke	RB	Community Trust Administrator

**Meeting opened at: 19:00**

**1. Welcome and Apologies**

AMB welcomed everyone to the meeting.

**2. Minutes from previous meeting held on 5<sup>th</sup> October 2011**

The minutes were accepted by the Board as a true copy.

**3. Matters arising not on the action plan.**

AMB advised the Board that, on review of previous minutes, it had been agreed that once the land near Tennyson Drive had been completed the Board would then review the transfer.

DB advised that the play equipment at The Centre is currently being fitted. The installation of the gym equipment is due to commence shortly.

**4. Management Report**

Sally presented the report to the Board on the following subjects:

- Photovoltaic Panels
- Legal Advice
- Work Placement
- Organisation Membership
- Enquiries log

The report was for information only.

The Board welcomed the new format of the enquiries log.

**5. Financial Reports**

AMB presented the budgets to the Board for approval and the following were approved:

- Apr 11 – Mar 12 revised Trust Budget
- Dec 11 – Mar 12 Centre Budget
- Income and Expenditure report to 30<sup>th</sup> November 2011 ( Format also approved )

RB informed the Board that the monies owing on the Aged Debtors report were £30,121.98 not including the figure for 'payment plan chase/defaults which had not been placed in County Court; RB will update the Board at January 12 meeting with this figure.

DB offered to provide the predicted house sales for 2012/13 and to obtain the same information from the other on site developers.

AMB asked for provisions to be put in the equipment schedule for CCTV and blinds/curtains. RB is to update the schedule.

BC raised the issue over the green fund and has asked if that figure is against the 'P&L balance reserve 31 Mar 11'. AMB and MU have advised that they will review and update the Board at January 2012 meeting.

**AMB, MU ACTION 1**

## **6. Locality Consultancy Proposal**

The Board reviewed the Locality proposal and do not wish to progress it. It was agreed that Neal Trup would be asked to review the draft business plan if thought appropriate. Also it was agreed that seeking specialist external advice and support on VAT issues for the Centre would prove useful.

## **7. Community Centre project plan**

SAW advised the Board that the completion deadline for the Centre is currently end of January 2012.

Longhurst Group have been appointed as property consultants to act on behalf of the Trust in advising on CDM and handover issues,

SAW informed the Board that the sample furniture for the residents group on the 14<sup>th</sup> December 11 had arrived.

## **8. Community Centre – Going forward – discussion document**

The Board considered the report on taking The Centre forward. This minute should be read in conjunction with the report.

The following points were discussed:

- Operation
- Hire charges
- The Name
- Premises License
- Alcohol Sales

Marketing an approximate timeline for the Centre was outlined to the Board with hand over at the end of January 2012, Trust move February 2012, informal viewing March 2012 & official opening: Easter 2012 (6-9 April).

Centre Facilities – information on dimensions and capacity of the Main Hall and Meeting room were brought to the attention of The Board.

SAW updated the Board on lessons that have been learnt from the visit at Mawsley Village Centre. It is a fully managed centre- 7 days a week. The main source of income comes from a fully managed bar and hiring of the main hall and meeting rooms. They have a similar set up to Elsea Park with residents paying an annual charge to the parish council. Despite the main income from the bar they have an annual shortfall.

SAW suggested options to think about for event management at The Centre:

1. Fully managed
2. Resident Volunteers
  - a. Key Holders
  - b. Management
3. Hirer Self – management
4. Hall Manager / caretaker
5. Out-sourced management

The Board agree to look at a hybrid solution combining points 2, 3 and 4. It was strongly recommended by the Board to consider a caretaker role for the Centre. SAW to bring a report to the Board at January 2012 meeting.

The trust office staff role within the Centre would be:

- Role
  - a. Admin
  - b. Booking
  - c. Finance
  - d. Key holders
- Hours of operation
  - o Monday – Friday
  - o 9am – 5pm
- Support Trust events
- Daytime support: small hire events

The Board agreed with the trust office role as outlined below

The Board were asked to consider the operation of the Centre such as:-

- Is it expected that the Centre will be self-supporting from the hire and hire related income?
- How long might that take? Or
- Will there be a need for continuing subsidy from the community charge?

BC raised the view that the Centre will not breakeven for the foreseeable future which was followed with general consensus from the remainder of the Board.

The Board took the view that the Centre will continue to be subsidised by the Annual Charge in order to break even. To help outline the subsidy, a 5 year plan along with budgets will be drawn up and taken to the Board for further discussion.

A tier of hire charges was put forward to the Board to finalise the hourly rate for the Hall and the Meeting room. See report for further details.

The Board agreed on the following hire charges:

- The Hall : £35.00 per hour
- Meeting room: £15 per hour
- Resident discount: 25%

The Board wished to review an option of discounted letting costs for groups such as Guides or charity events which have a direct benefit to the residents of Elsea Park. SAW to look into and bring a report to the next board meeting.

The following name for the community centre was agreed by the Board, the Centre @ Elsea Park.

DB offered to contact the marketing company that Kier use to produce possible logo ideas for the new name as well as involving Kier's marketing staff.

SAW went through an overview of licencing the Centre and running of the bar. See report for further details. The following decisions were made:

- Board agreed to delegate responsibility of the licensing application to SAW and AMB.
- Board agreed to apply for a community premises license.

The Board discussed next, who should run the bar? See report for further information. The Board agree to require hirers to make their own arrangements when hiring the bar using either the preferred bar operator or approved operators

The Board discussed the marketing and possible future interest of the Centre. SAW asked the Board to email her with details any other groups or organisations of potential user groups.

SAW informed the Board that a number of groups and organisations have enquired about letting the Hall.



**SAW ACTION 2****9. Action Plan/Future Events**

No discussions were made around the Action Plan.

**10. Any other business**

AMB requested that all staff and directors receive a CRB check before the opening of the community centre. Board agree.

**ALL ACTION**

BC suggested an idea of engaging the residents who live opposite the Centre, as it is important to notify the nearby residents of the trust intentions before a licence is put through. Board agree.

MU asked about the progress of siting of bins around the estate. SAW updated the Board that she will be reviewing in the New Year with PE.

DB informed the Board that Kier are currently waiting for the red line drawings from their legal department for land transfer to the Trust.

BC asked if the Ponds have now completed and if SAW can send him an up to date progress report to publish on the website.

**11. Date of the next meeting**

11<sup>th</sup> January 2012 postponed from 4 January 2012

**12. Staff Training - Confidential**

SAW reported that offer of training support as previously discussed was not taken up.

**Meeting Closed at: 21:45**

**ACTION PLAN – Oct 2011**

REF	DETAILS OF ACTION	OWNER	STATUS	ESTIMATED COMPLETION DATE
Feb-06	Director portfolio of responsibilities to be written	AMB	on-going	Nov 11 – Jan 12
Sept 7	Extra help for Peter Ellis to be reviewed	SAW	On-going	Mar 12
Sept 10	Gather info on mandates to refresh and gain access to the accounts	RB/DB	On-going	Jan 12
Oct 11	Grand opening of community centre – Event to be organised	SAW	On-going	Mar 12
Nov 10	Ordering equipment for Com Cent	SAW	On-Going	Jan 12
Nov 15	Reconstitution of the Board	SAW/AMB	On-Going	Jan 12
Dec1	Green fund and reserve	MU/AMB	On-going	Jan 12
Dec 2	CRB checks	All	On-going	Mar 12
Dec 3	To report further on the operation of the Centre to the next meeting	SAW	On-going	Jan 12