

## Elsa Park Community Trust Board Meeting minutes Wednesday 1<sup>st</sup> February 2012

### Present:

Angela Bailey	AMB	Resident Director ( Chair )
Barry Cook	BC	Resident Director (Vice Chair)
<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

The Meeting was quorate as two persons present were entitled to vote.

### 1. Welcome and Apologies

AMB welcomed everyone to the meeting and advised of apologies from Matt Upex (MU), Judy Smith (JS) and Asa Chittock (AC).

### 2. Minutes from previous meeting held on 11.01.2012

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

### 3. Matters arising not on Action Plan

SAW is awaiting the logo ideas from DB. Once these have been received SAW will send them across to the Board for their opinions.

### 4. Management report

Invoices for the Annual charge 1<sup>st</sup> April 2012 have been sent out. Since the invoices going out there have been very few complaints. The direct debit has proven successful since dropping the charge for the service. There have been several full payments already and due to the statements being sent with the invoice it has provoked some payments of arrears. Overall this year's invoicing has proven very successful.

Board agree to the Lincolnshire Naturalist union (LNU) to meet at the Meadows. Board agreed to approach LNU to ask for a report after they have visited the Meadows.

An amateur botanist has contacted the Trust office regarding rare plant species on the Meadows. SAW to ask the gentleman for more information regarding what he does and the information that he logs. It may be possible to use the information on a stall at the centre opening.

BC has asked for the Board to review the use of the Meadows and the grazing rights. Board agree. SAW to find information and bring to the Board at a later meeting, post opening of the Centre.

### 5. The Centre

The project plan was shown to the Board and SAW gave a brief overview of how it will work. The final project plan will be brought to the March Board meetings monthly.

BC updated the Board that he has spoken to an independent advisor about CCTV. BC confirms that they will be able to advice on the best types of CCTV to procure. Board agree to find the best type of CCTV and then obtain three separate quotes to base the final decision on.

The resident committee group have had their first project meeting with the intention to meet weekly at the trust office. The events have now been highlighted and allocated to each group member to take the lead on. They will be reporting back and ordering or finalisation will be through the trust office.

The newsletter which is dedicated to The Centre is nearly complete. A section for extra voluntary help on the open event is to be added.

SAW to add in "Next Issue" section and list what will be in the next issue of the newsletter.

## 6. Action Plan/Future Agenda items

No questions or further comments were made.

## 7. Any other business

A query was made about the planning status of the Gym equipment along Linear Park. SAW is going to look into and inform the Board.

The Board expressed a wish to increase the litter picking service. (Post meeting note: PE is going to be litter picking on regular bases across the whole estate).

The highways have started the adoption process along Tilia Way, Aykroft & part of water lane. Work will commence from 6<sup>th</sup> February 2012 and a letter drop will be taken out by the contractors before work commences.

The pipes have been left in the ponds and the fountains are not straight or level. SAW to ask Kier to get the pipes removed and the fountains working correctly.

## 8. Date of the next meeting

7<sup>th</sup> March 2012

**Meeting Closed at: 08:45**

### ACTION PLAN – Feb 2012

REF	DETAILS OF ACTION	OWNER	STATUS	ESTIMATED COMPLETION DATE
Feb – 06	Director portfolio of responsibilities	AMB	On-going	Jan12 - Mar 12
Sept 7	Extra help for Peter Ellis to be reviewed	SAW	On-going	June 12 (Revised)
Sept 10	Mandates to be signed and sent back	RB	On-going	Mar 12
Oct 11	Grand opening of The Centre @ Elsea Park	All	On-going	Apr 12
Dec 1	Green fund and reserve	MU/AMB	On-going	Mar 12
Dec 2	CRB Checks	AMB	On-going	Mar 12