

**Elsa Park Community Trust Board Meeting minutes
Wednesday 11th January 2012**

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
Dan Browne	DB	Land Director
In attendance:		
Acer Chittock	AC	Land Manager, David Wilson Homes
Jonathan Brough	JB	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 and advised of apologies Judy Smith (JS) and Anna Gregory (AG). A particular welcome was extended to Jono Brough who, as a prospective Resident Director, was attending the next three meetings of the Board.

2. Election of Officers

Chairman- MU proposed and SC seconded AMB. No other nominations. AMB was elected.

Finance Director- BC proposed and AMB seconded MU. No other nominations. MU was elected.

Deputy Chairman- AMB proposed and SC seconded BC. No other nominations. BC was elected.

3. Minutes from previous meeting held on 7th December 2011

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

4. Matters arising not on the action plan.

The Board discussed the outstanding land transfers from Kier. DB advised that he will chase the red line drawings for the outstanding areas. SAW will check what we have received and update DB fully on the outstanding areas.

DB, SAW Action 1

SAW advised that she is currently seeking Buckles advice on whether the legal transfer of the Centre should be at the same time as the handover.

BC asked when the lights and pumps will be reinstated at the Fountains. SAW will chase Kier and advice.

SAW Action 2

SAW advised that for a brief time over the weekend the bucket swing at Springbank had been reinstated. This was immediately removed. The Board agree that the location of the bucket swing should be reviewed in the future with possible relocation to the Centre play areas

SAW advised that there has been a report of vehicles crossing over Linear Park from Tennyson drive entrance just off the A15 onto Bluebell way. Kier are aware of the situation and have informed the office that bollards will be installed.

AMB and BC raised the issue of lack of bins. SAW informed the board that a list of key areas for siting the bins have been established and there a total of 18 new locations. Board agree that the bins in store should be used for events and new 'more robust' bins to be bought.

SAW confirmed that Setts Green footpath and bridge is now nearly complete and is due to be opened shortly.

5. Management Report

SAW gave a brief overview of the report which covered grit bins and the monthly correspondence log

No further comments or questions were raised.

6. Financial Reports

RB gave a brief overview of the report.

BC asked that a variance between each month be shown on the outstanding debtors report.

7. Setting the Charge draft documentation

The RPI figure for December 2011 is due to be released on 15th January 2012. The RPI at November 2011 was 5.2% The Board agreed to allow the office to go ahead and set the charge and start invoicing based on the December figures when released.as long as the increase is not above 5.5%.

The issue of a rebate for residents was bought up but was decided not to review at this time but this may be revisited at a later date.

MU requested that we look into having a SAGE add on package for payments and linking it to the website. RB will look into and review with MU.

RB Action 3

The Board agree that no charge will be applied to residents that opt to pay via the Harlands Direct Debit system. However, if a resident defaults on a payment the charge incurred will be recovered. Standing Orders will not be available.

BC and MU are to see revised invoice before sending out to residents.

8. The Centre (Report)

SAW gave an overview of the project plan.

No further comments or questions raised. See report for details

Marketing

An update was given on the Marketing Meeting with Alexis Bissett and DB from Kier. It was agreed that to identify branding and anew logo for The Centre the Trust will go through Kier's marketing department and the results will be considered by the Trust.

Two logo ideas have been produced by BC, DB, SAW and RB. These will be sent to the marketing company to produce potential logo ideas.

Hire Charges

The Board agreed the hire charges as detailed in the report.

The following issues were considered and agreed:

1. Anyone who lives on the Elsea Park will be entitled to the 25% discount subject to ID and proof of residence if they are not on the Members' Register. If they are an owner but do not occupy the property they will not entitled to the discount.
2. If a resident would like to run a commercial activity from the centre such as an indoor market they are still entitled to the discount.

3. Charities, youth, educational activities and not for profit organisations would be entitled to a discount. This would be considered on a case by case basis. These activities would have to be for the benefit of Elsea Park community.
4. The Board the hire of 16, 18th, 21st and similar types of events. The Board agreed that the hire for this type of event should be limited to Elsea Park residents. The Board have asked SAW to review the possible restrictions and controls to be put in place to minimise the risk of damage from these types of event

SAW Action 4

Terms and Conditions

The Board considered ACRE's model Terms & Conditions for the hire of the Centre with some suggested amendments. With further minor amendment the Terms & Conditions were agreed. They would form part of a pack of documents provided to hirers.

SAW Action 5

Caretaker Role

SAW to bring a report to a future board meeting regarding pooling of caretakers and pay.

Security/Catering & Bar operations

The Board agree to advertise for potential bar operators and caterers and to review the security of the centre. SAW to gather the information and bring back a report to a future Board meeting. It was agreed that this was not a priority prior to the opening of the centre.

SAW Action 6

Future Hire

It was agreed that hire bookings could be taken now for events after September 2012 with only provisional bookings being accepted for enquiries before that date. Enquirers to be circulated with hire charges and other documents

SAW Action 7**9. Action Plan/Future Agenda Items**

Green fund – AMB and MU to review

11. Any other business

The Centre opening events – the following items were discussed:

- What type of opening event
- Duration of opening event
- Will the Centre be open for hire before the formal opening?
- Possible opening timing:-
 - o Easter 6-9th April 2012
 - o Bank Holiday 5-7th May 2012
 - o Jubilee 2-5th June 2012
 - o Any other weekend
- Who will run the events?
- Resources available to open the Centre operationally?

The provisional handover date was 14 February 2012. DB said that end of February was the likely date.

A Residents Group meeting was to be held on the 18th January 2012 and would be asked to discuss further these issues.

12. Date of the next meeting

1st February 2012

Meeting Closed at: 22:00

ACTION PLAN – Jan 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	Feb 12
Oct 11	Grand opening of The Centre @ Elsea Park	All	On-going	Feb 12
Nov 10	Ordering furniture & Equipment	SAW/RB	On-going	Feb 12
Dec 1	Green fund and reserve	MU/AMB	On-going	Mar 12
Dec 2	CRB Checks	AMB	On-going	Mar 12