

**Elsa Park Community Trust Board Meeting minutes
Wednesday 1st March 2012**

Present:

| | | |
|-----------------------|-----|---|
| Angela Bailey | AMB | Resident Director (Chairman) |
| Barry Cook | BC | Resident Director (Deputy Chairman) |
| Dan Browne | DB | Land Director |
| Judy Smith | JS | SKDC representative |
| In attendance: | | |
| Jonathan Brough | JB | Resident Representative (appointed to the Board during the meeting) |
| 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 Matt Upex (MU), Anna Gregory (AG), Shirley Cliffe (SC) and Adam Cooke (AC)

2. Minutes from previous meeting held on 2nd February 2012

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

4. Matters arising not on the action plan

No amendments were required and the Minutes were accepted by the Board as a true copy.

5. Appointment of Resident Directors

There were two applications to the position of Resident Board Director. Jonathan Brough (JB) had attended previous meetings following which he had been interviewed by AMB and BC. Anna Crawford Clarke (formerly Gregory) (ACC) had contributed significantly to the Trust's work, particularly in relation to the Centre, and was known to the Board through this contribution. AMB and BC recommended that both applicants be appointed to the Board. As Appointer DB accepted their recommendation and JB and ACC were appointed as Resident Board Directors.

Action 1 SAW

6. Finance Report

Debtors Report – RB reported that the number of debtors was much reduced as compared to the previous year.

AMB reported that she had determined that the draft budget for 2012/2013 be held over to the following month to enable MU to attend. AMB and RB had prepared

extensive notes alongside the budget to enable the Board to understand the assumptions and variations there were to the Budget as the Trust took on the ownership of the Centre and the amenity land.

7. Management Report

7.1 Rent-a – Roof Application

The Board considered whether they should levy a charge for agreeing to the registration of a legal interest for a rent-a-roof solar PV installation. It was agreed that the Board should seek legal advice, at its cost, on the implications of agreeing to the deed of covenant.

Action 2 SAW

It was agreed that in the future a charging regime should be considered for all variations to a deed of covenant.

Action 3 SAW

7.2 Office Closure

It was agreed that the Trust office would close from Monday 2 April – Thursday 5 April 2012 to enable the move to the Centre. It would open to the public on the Tuesday after Easter the 10th April 2012. The Board meeting in April would remain on the first Wednesday of the month.

Action 4 SAW

7.3 Deed Of Covenant – Longhurst HA Properties

It was reported that deeds of covenants had been entered into in June 2011 when the properties had been bought by Longhurst HA from Kier Homes. However the properties were not completed until later in the year in November/December 2011. The Board endorsed the fact that the annual charge should be levied from the date of actual completion.

7.4 Bourne Motor Racing Club

It was agreed that the Meadows could be used as a park-and-ride site for the BRM day subject to any damage being remedied and the possibility of hard core being provided at the entrance.

AMB reported that the Motor Racing Club is to attend the Centre Opening Weekend Events to provide a talk and possibly provide cars to view.

The BRM day was a charitable event. BC asked that the possibility of older residents being able to use the park-and-ride bus be explored.

Action 5 SAW

7.5 Enquires Log

The Enquiries Log for February was received. The Board discussed the low number of reports on Anti-Social Behaviour. Generally the incidence was low but in any event people were advised to report incidents to the police.

7. Land Transfer

DB tabled the intended land transfer plan and SAW tabled the plan showing the works that had been agreed to take place prior to transfer. The process leading up to transfer was outlined and discussed. Transfer was scheduled for Friday 23 March 2011.

AMB had asked that the transfer documents be signed by two Resident Directors.

The land at Tennyson Drive/Betjeman Close was excluded from transfer at this point so as not to delay transfer. DB outlined Kier's plans to write to the residents outlining their plan to transfer the area to the Trust. Subject to the result of that exercise the Board unanimously agreed that they were minded to have the land transferred to the Trust in return for the payment of the agreed commuted sum by Kier.

Delegated authority was granted to AMB and SAW to accept the land transfer.

Action 6 SAW

8. The Centre

The Project Plan was now available through Dropbox.. BC was updating the website.

SAW outlined the interest in hire. It was decided that SAW should have flexibility over hire periods within the terms and conditions and balanced against the Trust's interests.

Action 7 SAW

AMB updated the Board on the proposed events for the Opening weekend. The fashion show was not going ahead and there was difficulty in obtaining a band (since resolved).

An official handover was being arranged with Kier and directors would be notified of the date.

Action 8 SAW

SAW outlined proposals for cleaning and caretaking. It was agreed that there should be two part-time caretaker/cleaner posts, details to be determined by AMB and SAW.

Action 9 SAW

9. Any Other Business

JB offered assistance in setting up Facebook and Twitter accounts for the Centre

Action 10 JB/RB

BC asked for photos of the Centre to be forwarded to him for use on the website

Action 11 SAW

10. Date of the next meeting

Date of next meeting – Wednesday 4 April 2012

Meeting Closed at: 08:45

ACTION PLAN – March 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 |
| March 2012 | Review of charges for deed of covenant changes | SAW | On – going | Dec 12 |