

**Elsa Park Community Trust Board Meeting minutes  
Wednesday 4<sup>th</sup> April 2012**

**Present:**

Angela Bailey	AMB	Resident Director ( Chair )
Barry Cook	BC	Resident Director (Vice Chair)
Matthew Upex	MU	Resident Director
Anna Crawford Clark	ACC	Resident Director
Judy Smith	JS	SKDC Representative
Dan Browne	DB	Developer Director
<b>In attendance:</b>		
Sally Waltham	SAW	Community Trust Manager
Rebecca Jones	RJ	Community Trust Administrator

**Meeting opened at: 18:00**

**1. Welcome and Apologies**

AMB welcomed everyone to the meeting and advised of apologies from Adam Cooke (AC) and Shirley Cliffe (SC).

**2. Minutes from previous meeting held on 07.03.2012**

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

**3. Matters arising not on Action Plan**

After seeking advice from Buckles regarding the residential' rent a roof scheme 'the trust was advised to charge a notional fee of around £70 - £100 reflecting reasonable costs. The Board decided at this point to not charge for any services and to review all charges at a later date.

**4. Financial Report**

RJ gave an overview of the budget for 2012/2013. Rebecca was thanked for the significant amount of work that had been put in to the budget preparation and the improvement in both presentation and content over previous years. It was agreed that a number of changes should be made to the budget and that it would be discussed further at May 2012 Board meeting. It was agreed that, so far as practical, the budget should be allocated across cost centres and full cross charging put in place to permit better management monitoring and accounting. The budget will be discussed further at May 2012 meeting.

**RB Action**

**5. Management Report**

SAW informed the Board that The Trust have taken ownership of The Centre and all green areas except for Taylor Wimpey and Bovis owned areas. The Centre officially opened for business on 10<sup>th</sup> April 2012. The Pollards and Linear Park have also been adopted by The Trust but there is a 6 month maintenance agreement in place between Kier delivered and Proscape. The gym equipment on Linear Park is to be installed shortly.

The following decisions for the two caretaker's posts were agreed by the Board:

- Caretaker/Cleaner
  - o £6.50 per hour
  - o 16 hours per week
  - o Must be flexible
- Caretaker/Handyperson
  - o £7.50 per hour

- 16 hours per week
- Must be flexible

The Job advert is going to be distributed across Elsea Park and put in the local newspaper and Elsea Park website.

## 6. Opening Events weekend

AMB updated the Board on the progress from the residents group and all is on schedule and set for the open event. The open event will feature bands for different age groups to ensure all can get involved.

## 7. Date of AGM

Wednesday 25<sup>th</sup> July 2012, start at 7pm.

## 8. Planning application for fencing (10 The Pollards)

The Board decided that an objection to the fencing should be submitted to SKDC on the following grounds:

- Safety
- Visibility
- Not in keeping with the street scene

**SAW Action**

*Note: JS left the meeting at 8.00pm.*

## 9. Action Plan / Future Agenda Items

Currently in the process of obtaining CRB checks.

## 10. Any other Business

A contact card has been requested to go out to the Resident Directors with all their contact numbers listed. RJ is to produce and send out. SAW is to provide extra key fobs for the alarm.

**SAW Action**

A resident has recently reported that the boiler in the property no longer meets regulations. The Board have agreed to publish in the next newsletter informing residents about this potential problem.

**SAW Action**

The Brownies have approached the Trust regarding hiring out the hall at The Centre. They currently pay £200 per year and cannot afford any more than that. The Brownies leader has confirmed that it would predominately be for the Elsea Park residents children and they could give back help to the community. The Board agree to accept £200 a year for Half a Hall every Wednesday.

DB informed the Board that Highways have now adopted the bypass.

The Board were asked to think about different type of future events. This is to be an agenda item for next month's Board meeting.

**ALL Action**

## 11. Date of the next meeting

2<sup>nd</sup> May 2012

**Meeting Closed at: 08:35**

**ACTION PLAN – April 2012**

<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	AMB	On-going	Jan12 - Mar 12
Sept 7	Extra help for Peter Ellis to be reviewed	SAW	On-going	June 12 (Revised)
Oct 11	Grand opening of The Centre @ Elsea Park	All	On-going	May 12
Dec 1	Green fund and reserve	MU/AMB	On-going	July 12
Dec 2	CRB Checks	SAW	On-going	Apr 12