

**Elsa Park Community Trust Board Meeting Minutes
Wednesday 6th June 2012**

Present:

Angela Bailey	AMB	Resident Director (Chair)
Matthew Upex	MU	Resident Director
Judy Smith	JS	SKDC Representative
Adam Cooke	AC	Land Owner
In attendance:		
Rebecca Jones	RJ	Community Trust Administrator
Sally Waltham	SAW	Trust Manager

Meeting opened at: 19:00

1. Welcome and Apologies

AMB welcomed everyone to the meeting and advised of apologies from Anna Crawford Clark (ACC), Barry Cook (BC) and Jono Brough (JB).

2. Minutes from previous meeting held on 04.04.2012

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

3. Matters arising not on Action Plan

AMB noted that the maintenance on Linear Park has improved.

4. Management Report

With the exception of verge maintenance the report was for Information. Lincolnshire County Council has proposed to enter into an agreement with the Trust to pay for mowing of the LCC section of the verge 3 times per annum on the A151 and 7 times on the A15. It was agreed that the Trust would enter into the agreement. The agreement provides for an annual payment by the County Council to the Trust at the end of each season. The agreement allows for either party to terminate the agreement at any time on two months' notice.

The cutting will progress as follows, the verge alongside the A15 and roundabout 1-2 of the A151 will be cut regularly in line with trust general grass cutting policy, which exceeds the LCC agreement. Roundabout 2-4 will be cut in line with the LCC agreement. Overall grounds maintenance will be reviewed.

SAW ACTION

5. The Centre

The Board agreed advice should be sought on staging, lighting, sound system and a cinema provision.

The board agreed to not hire for regular activities on a Friday so as to leave the Hall available for event hire.

It was suggested that we now advertise The Centre locally around Bourne, such as, Bourne Market Place and Discovering Bourne.

MU asked if SAW would look at approaching the Blood Donors to hire out The Centre.

SAW ACTION

6. Green Transport Fund

The board agreed that the residents be consulted about the use of the Green Transport Fund and at the same time discussion take place with SKDC and Kier about variation of the S.106 agreement.

The board agreed to consult the following areas for spending the Green Transport Fund:

- Cycling events – children and adults
- Vouchers for bikes, helmets or any type of cycling equipment
- Discounts at the local bike shops
- Purchase cycles for residents to use around the development
- Training walkers to take other people walking around the development and surrounding areas(The Meadows)
- Voluntary car service
- Car sharing
- Rickshaw service

7. Financial Report

RJ verbally updated the board at the current financial status. The net Annual Charge for 2012/2013 was £164454.96, sitting on the Aged debtors account is currently £116008.88. We have a value of £71391.86 of Direct Debits currently set up. The total income including the direct debit provision is £100394.00, leaving a balance of £64060.96 to collect.

The first chase letter will be going out at the latest week ending 17th June 2012.

Draft accounts will be prepared for July 2012's meeting.

8. Open Events Weekend

The residents group met after the opening weekend to discuss overall how it went and any improvements. The opening weekend was a success and the group are preparing for next year's events weekend.

The residents group have the following event ideas:

- Quiz night (7th July 2012)
- New Year's Eve party
- Christmas children's party
- Halloween party

The residents group is now called the Events Committee. At each event if a profit is made it will be turned over to the next event.

RJ is going to put together a voluntary agreement for board approval at a future meeting.

RJ ACTION

At the open weekend a number of people raised concern about vulnerable children. The trust office and board are to look into what may be done in future and how, if at all, it could be reported.

9. Preparation of AGM

The AGM is provisionally set for 25th July 2012. The invites will be going out shortly along with a note in the newsletter.

An EGM will be required to amend the Articles of Association.

SAW will report further on governance and amendment of the Articles of Association, having taken legal advice.

SAW ACTION

10. Confidential option of appraisal of staffing

It was agreed that the temporary contract with regard to administration should remain in place pending bedding down of the Centre after which it would be reviewed.

SAW ACTION

11. Health and Safety

The Board agree with the recommendation to terminate the contract with the Health & Safety consultants.

12. Action Plan / Future Agenda Items

Action plan is to be updated. No future Agenda items.

13. Any other Business

SAW updated the Board that there are no rates to pay at 27 Tilia Way as we received 100% rate relief.

MU has asked when the bins down Linear Park are going to be provided. SAW to liaise with Kier.

SAW ACTION

14. Date of the next meeting

4th July 2012

Meeting Closed at: 09:35

ACTION PLAN – June 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)