

## Elsea Park Community Trust Board Meeting Minutes Wednesday 4<sup>th</sup> July 2012

**Present:**

Angela Bailey	AMB	Resident Director ( Chair )
Matthew Upex	MU	Finance Director
Barry Cook	BC	Resident Director (Vice Chair)
Adam Cooke	AC	Land Owner
<b>In attendance:</b>		
Rebecca Jones	RJ	Community Trust Administrator

**Meeting opened at:** 19:00

### 1. Welcome and Apologies

AMB welcomed everyone to the meeting and advised of apologies from Anna Crawford Clark (ACC), Jono Brough (JB), Judy Smith (JS) and Dan Browne (DB).

### 2. Minutes from previous meeting held on 06.06.2012

The minutes were not agreed by the Board as it was felt that the minute was not a true reflection of the discussion. Amendments are to be made to the minutes brought back to the next Board meeting.

**RJ ACTION**

### 3. Matters arising not on Action Plan

No matters arising.

### 4. The Centre

The Centre has employed two part time caretakers, [REDACTED]. The Board decided not to engage a security company as the expense would be high and there were only two hires that needed opening and closing. Volunteers have taken on the duty of opening and closing when needed.

### 5. Financial Report

The Board reviewed and agreed the end of year status of the 2011/2012 operational report.

The 2012/2013 operational budget for April and May 2012 was reported to the Board and agreed.

The Written finance report was accepted by the Board with the following points to look in to; BC asked why professional printing and ink cartridge costs were high and would like a review to be bought to August Board meeting.

**SAW Action**

MU advised the Board that consolidating of key bank accounts should be considered. MU will look into further and bring back to a future board meeting.

**MU Action**

### 6. Centre and Events Group Report

The original residents group that organised the Open Event Weekend have now reformed into the Centre and Events Committee. The Board have been asked by AMB to consider formalising the group to become the Committee that sits under the Board of Directors. The Board agreed the following:

- The Committee has a Chairman (Jane Whitehead currently elected).
- The Committee has a secretary/minute taker (Jacky Summers currently elected)

- At least one Board Director to sit on the Committee at any one time and report back to the Board of Directors the decisions and actions.
- One resident Director has to be present for the meeting to be quorate.
- The committee to have responsibility for organising, running and brainstorming events and activities at The Centre and updating the Board and Trust office accordingly.
- The Committees focus is on the residents of Elsea Park
- The Committee will have an annual funding budget of £2000 to help small, not for profit groups that are looking to start up in the Centre. The Committee will have a bidding procedure with a written process for applications for grants.

## 7. Confidential Items

To follow

## 8. Action Plan / Future Agenda Items

No future agenda items were suggested.

## 9. Any other Business

BC informed the Board that Peter Garnham has offered to bid on behalf of the Trust to Lincolnshire highways for improved bridle ways and footpaths. This in turn will link to Northorpe from Elsea Park/The Meadows. BC is to arrange with Peter Garnham to come in and do a talk about what he is willing to do and how.

**BC ACTION**

Board asked for green fund ideas to be brought to next board meeting.

**SAW Action**

AC asked if RJ could obtain an up to date map from DB for the overall development.

**RJ Action**

RJ is to get a minute book.

BC has asked if we can have a pond maintenance policy. There has been a lack of fish returned to the ponds and the board have asked to find out what numbers were returned and if we can have more added. Board would like to start the maintenance on the ponds. The Board recognises the need to seek permission from Kier and find out what is required to do the job.

**SAW ACTION**

BC has asked what rate relief we receive for The Centre. AMB is to seek information from SAW.

**SAW ACTION**

## 10. Date of the next meeting

1<sup>st</sup> August 2012

**Meeting Closed at: 10:30**

### **ACTION PLAN – July 2012**

REF	DETAILS OF ACTION	OWNER	STATUS	ESTIMATED COMPLETION DATE
Feb –	Director portfolio of responsibilities	AMB	On-going	Jan12 - Mar 12