

**Elsa Park Community Trust Board Meeting Minutes
Wednesday 1st August 2012**

Present:		
Barry Cook	BC	Resident Director (Vice Chair)
Matthew Upex	MU	Resident Director
Anna Crawford – Clark	ACC	Resident Director
Dan Browne	DB	Land Director - Representative
Judy Smith	JS	SKDC Representative
Shirley Cliffe	SC	Bourne Town Council Representative
In attendance:		
Rebecca Jones	RJ	Community Trust Administrator
Sally Waltham	SAW	Trust Manager

Meeting opened at: 19:00

1. Welcome and Apologies

BC welcomed everyone to the meeting and advised of apologies from Jono Brough (JB), Adam Cooke (AC) and Angela Bailey (AMB).

2. Minutes from previous meeting held on 04.07.2012

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

3. Matters arising not on Action Plan

No matters arising.

4. Management Report

The Board confirmed that information on a maintenance programme for the ponds adjoining Quaysides East and West will be required prior to take over of the ponds at some future date.

Evidence of re populating the ponds with fish has been provided and documentation was circulated to the Board. This issue is to be covered in the next newsletter.

Action SAW

The Board was asked to consider an alteration to the grounds maintenance recommendation made at the July 2012 meeting. SAW proposed seeking three quotes from local landscaping companies that have suitable break clauses and allow flexibility. This is an alternative to retaining landscape consultants to provide detailed contract documentation although they might be used for general advice. The Board agreed.

The printing costs have been analysed and the Board have asked the Trust office to look at possible alternatives to bring the cost down of printing the newsletters and large mail shots. The board agreed to the purchase of a laser printer to reduce printing costs.

Action RJ

The board looked at the insurance proposals and agreed to delegate authority to the chairman/vice chair and Trust Manager to select the most favourable quotation for insurance cover.

New Health and Safety consultants have been engaged to develop the Trust's Health & Safety policies.

Action SAW

Information regarding CCTV and audio and visual packages were presented and The Board agreed to delegate authority to the Resident Directors and Trust Manager, to accept a quotation. This will be circulated via email.

5. Finance Report

The Board expressed their thanks for RJ's work.

RJ informed the board that there are significant sums of money to be spent in the next three months that will leave the HSBC current account with a low balance. RJ felt there was merit in consolidating the main accounts.

MU as finance Director will be looking at consolidating the bank accounts and was given approval by the Board to action. The board agreed to move the balance from Lloyds into the HSBC current account. MU is to research business savings accounts.

Action MU

The budget/pie chart aimed at residents has been agreed by the board and will be distributed with the AGM information.

6. AGM 2012 Arrangements

The Directors will draft individual PowerPoint slide decks and BC will consolidate for presentation at the AGM.

The invitation to attend the AGM will be sent out at least 21 days prior to the AGM (scheduled for 12th September 2012). The letter will include a tear off section for the members to complete and bring with them for entry in to the Centre. The letter will include several attachments; the budget for 2012/2013, a FAQ sheet a newsheet, and an. An annual report.

7. Green Transport Fund

The following are ideas from consulting with residents on methods for spending the Green Fund money:

- Metal "finger posts" to indicate key areas and routes on the development for running, cycling and walking
- Bike Ability, road show
- Walks and talks across the development and the Meadows

SAW advised a three year strategy plan should be implemented along with outlining the key priorities.

Action SAW

South Kesteven District Council will be advised of the plans for the Green Transport Fund.

8. Heartsease Way – Amenity Land

The Board were asked to consider landscaping of an amenity area in Heartsease Way to help ease ASB. The households in the immediate vicinity have offered their help to plant up the area. Peter Ellis has dug a test hole to ascertain the ground conditions and has confirmed it is very compacted and will not be easy to dig or plant.

There is an Anglian Water pumping station and an electrical substation near the amenity land and in the first instance this will need to be investigated to see if there are constraints on planting around that area.

Action SAW

9. Events Group – Financial & Governance arrangements

The Board considered the financial and governance arrangements for the Events Group. In particular it was stressed that the £2000 sum previously discussed was available to provide seed corn money for new clubs and activities and not to be used to underpin events organised by the group. It was felt that the following should apply:

- The Events Group should maintain their own cash book.
- The Events Group should operate as a separate entity (for VAT purposes).
- Registration as a charity should be considered.
- BC will submit amendments at the next meeting.
- It was discussed whether discounts should be part of the groups remit and agreed that the Events Group should make recommendations for consideration by The Board.

- Guidance will be drawn up on what discounts should be available.

The Board discussed the urgent consideration of a discount for the Messy Play sessions. A 25% discount was unanimously agreed.

A youth group is starting up with an activity day planned for 22nd August 2012. The Board agreed to support the activity day and have offered £100 to help defray the cost of the event.

On-going support for the Youth Group will be passed to the Events Group for discussion.

10. Meeting – Residents research group (Verbal Report)

A small group of residents have been reviewing on the Section 106 Agreement, the Articles of Association and the associated Memorandum. The Board recognised the importance of this work and has invited them to become a formal Task/Research group and provide feedback to the Board. The group have also offered to help with preparation for the AGM.

SAW is going to work closely with the group who are also keen to develop a new business plan and will present a report to the next board meeting.

11. Confidential Reports

DB outlined that Kier were in the process of consolidating the various legal agreements relating to Elsea Park. In addition to the S106 Agreement there were fourteen separate legal agreements, three to which the Trust is party. The intention is to have a new single agreement and Kier Homes would continue to guarantee and underwrite the financial position of the Trust.

It was confirmed that all builders who develop on Elsea Park either now or in the future will continue to be bound by the S106 agreement relating to the original planning consent.

12. Action Plan / Future Agenda Items

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

13. Any other Business

DB advised that land for the new Primary School site will be transferred to LCC in September 2012, with the school being planned to open 2014. Kier will not be building the school but will fund the build. DB also advised that Bourne Grammar School have commenced work on the new all-weather pitches to the rear of their site.

14. Date of next meeting

5th September 2012

Meeting Closed at: 9:35

ACTION PLAN – August 2012

REF	DETAILS OF ACTION	OWNER	STATUS	ESTIMATED COMPLETION DATE
Feb – 06	Director portfolio of responsibilities	AMB	On-going	Jan12 - Mar 12