

**Elsa Park Community Trust Board Meeting Minutes
Wednesday 5th September 2012**

Present:		
Angela Bailey	AMB	Resident Director (Chairman)
Barry Cook	BC	Resident Director (Vice Chair)
Matthew Upex	MU	Resident Director (Finance Director)
Jono Brough	JB	Resident Director
Adam Cooke	AC	Land Owner Representative Director
Dan Browne	DB	Developer Land Representative Director
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 Judy Smith (JS) and Shirley Cliffe (SC).

2. Minutes from previous meeting held on 01.08.2012

AMB proposed some changes to the minutes from the last meeting as follows:

Point 5 – change from 'resident budget' to 'budget pie chart aimed at residents'.

Point 8 – Action SAW under the point.

Point 9 – Query of discount, who does it? Decision was:

- Discount no more than 25% unless goes to the Board
- Must be of direct benefit to the community
- Send the Events Group minutes through to the Board

3. Matters arising not on Action Plan

No matters arising.

4. Management Report

The board discussed the steps to take on enforcement of the restrictive covenants concerning parking. SAW had taken legal advice on covenant no 3 which prevents the owner from parking on the property or an adjoining road a caravan, a house on wheels, yachts, and trailers. Also, covenant no 6 which prevents parking of any commercial vehicle or derelict vehicle on the property or adjoining roadway.

In summary both covenants can be enforced by three parties, the Trust, other property owners and the Builders. However, if a resident wishes to waive the covenant only the builder can grant permission. This means that if the trust is approached for permission the enquiry will have to be directed to the builder.

The Board decided to consider enforcing covenant no 3 and no 6 in response to complaints about commercial vehicles. To start initially the trust would send a polite notification to inform of their responsibilities under the covenant.

It was noted that no restrictions applied to non- commercial vehicles.

Action SAW

The Board discussed the need for a planning application for the gym equipment. They also considered the complaint of a resident. All board members present agreed to opt for full retrospective planning permission. Signage was also considered to place on each piece of gym equipment to ask users to respect the neighbours. Planting would be considered subject to the requirements of the national grid.

Action SAW

5. Finance Report

The Board was asked to consider seeking advice from solicitors and instructing them on chase letters for the current top 25 arrears cases. The Board agreed to the proposal.

There were changes proposed to the finance written report before publishing on the website. Point 3.0 date to be changed to 31st July 2012 and 'Total Reserves' to be changed to 'Cash at Bank Balances'.

Signing of the Accounts took place at 20:30 pm at The Centre @ Elsea Park AMB and BC were designated for signing of the accounts and DB to sign the return for corporation tax.

MU presented two options of account to the Board for signing:

Option 1 – Community Centre Transfer presented in the accounts at £1.00 (the transfer value)

Option 2 – Community Centre transfer presented in the accounts at the construction cost of about £980,000. This is then gifted to the Trust for that amount. A valuation will need to be done to reflect the correct amount on next year's accounts.

The option chosen was option 2. All Board members agree and witnessed the signing of accounts by AMB and BC.

6. AGM 2012 Arrangements

AMB informed the Board of a proposed Trust workshop that she wants to announce at AGM to discuss the 5 year business plan and to gauge what residents feel is important. Board all agreed to the proposal. The date to start the work shop will be planned for mid-November 2012 during an evening.

The Board decided that it was not necessary for Kier to be present at the AGM. DB will produce a statement to be given out at the AGM to residents on arrival. The statement will cover construction, roads and footpaths etc.

The Agenda items from the Directors for the AGM are:

- Chair report
- Finance Report
- Looking Forward
- Questions from the Floor

The board was handed a written report of questions tabled for the AGM from residents. All directors were asked to read after the close of the meeting and report back to SAW with proposed answers for each question.

There will be tea and coffee provided on arrival for residents.

7. The Centre - Update

SAW updated the Board that we now have 15 regular activities a week and weekend hire is increasing with birthday parties, weddings and christenings. Bookings have now started to go into next year and picking up each month. Total income from April 2012 to 31st July 2012 is about £5000.00.

8. Audio Visual provision to the hall

AMB is going to arrange a meeting with the directors shortly to discuss the AV requirements and make a final decision so that the Trust office can start to order in time for key hires.

9. Board Membership

Anna Crawford Clark has officially resigned from the Board and her resignation letter was distributed to the Board for information. RJ will remove Anna from Companies' House and file the resignation accordingly.

Action RJ

AMB updated the board that there are possibly three new directors who have requested to join the Board. BC and AMB will be holding the interviews for each of the three applications and inform the Board of the outcome.

10. Action Plan/Future Agenda item

The action plan point 'Feb 06 for Director responsibilities' will be held back until the Articles of Association have been reviewed and amended and will incorporate the Director Responsibilities at that point.

11. Any other Business

JB would like to start research on a cycling proficiency day at The Centre and will work with SAW on the cycling part of the Green Transport Fund.

Action JB / SAW

12. Date of next meeting

3rd October 2012

Meeting Closed at: 21:45