

Elsa Park Community Trust Board Meeting Minutes
Wednesday 3rd October 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
Jane Whitehead	JW	Resident 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), Shirley Cliffe (SC), Dan Brown (DB) and Adam Cooke (AC).

2. Minutes from previous meeting held on 05.09.2012

Minutes were accepted by the Board as a true copy.

3. Matters arising not on Action Plan

SAW advised that the Gym equipment planning application is being dealt with and Gordon Smith has been instructed to make the application on behalf of the trust.

AMB asked if the minutes for the AGM can be sent across to the Board members to check and then amend. RJ is to send across the AGM minutes to all Board members and BC will then gather the amendments, implement the changes and send back to RJ. BC will then put the AGM minutes on the website.

AMB asked for RJ to collate the action points from the AGM in a table and bring to the next meeting.

The fitting of the Audio Visual Equipment is going to commence shortly with work starting in the hall by CWS and work in the meeting room by PVS.

AMB advised the Board that there may be two new potential directors.

4. Management Report

SAW informed the Board about the BRM day and the parking facility at the Meadows. BRM will be placing a membrane and shale in the entrance of the Meadows. The Board agreed that only the grazing field could be used and not the wild flower meadow.

The Centre has had a fire safety inspection. This is a routine inspection carried out on all new public buildings. The inspection rated The Centre as satisfactory in Fire Safety terms.

CCTV is being installed by Britannia and will provide comprehensive coverage of the building along with coverage of the reception area.

The Board accepted point 4 of the management report and asked SAW to provide more research into the intruder alarm and the different types available along with the costs.

The Board accepted point 4.10 for Britannia to provide the servicing on the CCTV system.

AMB asked for a few Board members to review the blind issue in the Hall. BC, JW and SAW will meet together to discuss and look at the options available.

The Board were requested to review the fencing issue on the patio area on point 4.11. The Board want to leave it for 6 months and see if the CCTV system acts as a deterrent.

The Board agreed to close the Trust office over the Christmas break from 24th December 2012 to the 1st January 2013. The Centre will remain open to potential event hirers.

An application for discount has been submitted to the Board for a new Scout pack to start at Elsea Park. The Board agreed to allow the Scouts to use half a hall for weekly with a single charge of £200 for the year.

5. Finance Report

CCTV will be shown as a new line in the Budget and bought back to the next Board meeting.

The Board have agreed to delegate responsibility of decisions on moving money between accounts to MU.

RJ is to add JW as signature on the Bank Mandates.

6. Youth Group (Verbal Report)

The Youth Group will be starting on 14th November 2012 on a Wednesday night from 6.30 – 9pm. There will be an event for Halloween night to kick start off the Youth Group on the 31st October. The age group that has been targeted for the Youth Group is 11-18. The Youth Group will sit under the Events Group and is running under the baseline guide of LCC. The Group will raise money via their tuck shop to put back into the Youth Club for events. The Youth Group will also be given the use of the Hall and Lounge at no charge. The Board have agreed to give the Youth Group £100 as set up costs and the equipment will come from the 11/12 equipping schedule. The Board have also agreed to look at match funding on equipment such as an Xbox.

7. Business Planning event preparation (discussion item)

Items to discuss at the November 2012 Meeting:

- Development of Elsea Park
- The Community Centre
- What direction to take the Trust in
- Each Director to facilitate a table at the meeting
- Ask residents to inform the office of their attendance
- Allocate people numbers for each table
- Collect info and stats prior to the meeting
- What other key areas are the Trust going to be adopting
- Income analysis over the next 5 years
- Expenditure analysis over the next 5 years
- Community Centre analysis over the next 5 years

8. Staff and Structure Review (Minutes to be circulated separately)

9. Action Plan/Future Agenda item

No items raised on the action plan/future agenda item.

10. Any other Business

SAW to inform the Board about the works due to take place on Heartsease Way.

SAW informed the Board that the play area in front of The Centre is going to be turfed.

The hedges and ditches will be cut by outside contractors starting tomorrow.

The electrics for the cooker and dishwasher are being done this week.

SAW asked the Board to consider getting a mat for the entrance of the front door and have the Centre Logo on it. This was approved.

SAW has been approached by a local company to sponsor the Newsletter. SAW will bring more information back to the future board meeting.

11. Date of next meeting

Meeting Closed at: 21:25