

**Elsa Park Community Trust Board Meeting Minutes**  
**Wednesday 7<sup>th</sup> November 2012**

<b>Present:</b>		
Angela Bailey	AMB	Resident Director ( Chairman )
Barry Cook	BC	Resident Director ( Vice Chair )
Matthew Upex	MU	Resident Director ( Finance Director )
Jane Whitehead	JW	Resident Director
Dan Browne	DB	Kier Representative
Adam Cooke	AC	Land owner Representative
<b>In attendance:</b>		
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 Jono Brough (JB).

**2. Minutes from previous meeting held on 03.10.2012**

Minutes were accepted by the Board as a true copy.

**3. Matters arising not on Action Plan**

The planning application for the Gym Equipment has been submitted by Gordon Smith on our behalf and SAW will hear shortly the next steps. Reference details of the application were to be circulated.

The AV has been fitted in the Meeting Room and is in the process of being fitted in the Hall. The AV in the Hall should be complete within the next week.

**4. Management Report**

SAW advised the board that the signage for the CCTV supplied by Britannia was not adequate and therefore more would be ordered. We do however have some signage up around the front of The Centre. We are also awaiting a static IP address to enable us to access live CCTV via remote access on a computer or a mobile phone device.

It was agreed by the Board that the wooden benches would be moved back outside once the better weather next year arrives. The benches once in position will be bolted down but it will be possible to reposition them if necessary.

SAW updated the Board about the new safe and intelligent way of marking assets which can then be identified if stolen. This technology is called Smart Water and is support by the Police. The Smart Water can be used on anything from a Blu-ray player to outside furniture or play equipment. The Board agreed to go ahead and purchase the Smart Water and to investigate the potential for offering it for sale to the Elsa Park residents.

The landscaping on Leytonstone Lane was discussed and the Board have agreed not to spend any more money on that area as they believe that the damage caused to the area has been caused by the residents who live in the area. However the immediate residents of that area will be asked to come up with a proposal and if agreed by the Board could be done at the residents own expense.

The landscaping on Heartsease way has not progressed as quickly as anticipated due to the difficulty of obtaining information about planting constraints from the relevant utility companies. Once we have more information Beebys in Bourne have offered to sponsor that area and will produce a landscaping plan and contribute to the work. The Board support this idea.

## 5. Finance Report

RJ is to produce a position statement on the bank mandates and advise at the next Board meeting the next step of action.

SAW updated that the business rates relief application is under way and will have an update at the December 2012 meeting.

██████████ met with Buckles to discuss the current 40 Debtors and how to implement court action and the best way to retrieve the debt. The first action to be taken is to send a pre action letter to those who we have taken to court before or who owe more than the current year's charge. Buckles can put each debtor into court for a fixed fee which is retrievable from the debtor. One way of retrieving the debts would be to notify the mortgage companies.

██████ advised that once the Board know what the fixed charges are and how much it will cost for Buckles to put the debtors in court they will then consider if that is the best route to take. However it was agreed to send a pre action letter to those debtors that owe more than one year's charge.

## 6. The Centre – Verbal update on activities

SAW advised that the Centre hire is increasing in terms of bookings and variety as more people hear about the Centre. Most hirers are very considerate and tidy up after themselves. However we have had one hire that resulted in additional work and cost to the Trust. The Board agreed to make the set up and clear down charge compulsory for large event hire and that a refundable deposit of £100 should be levied on all parties for adults.

SAW informed the Board that the 16 hours a week for each caretaker is currently not covering the requirements of the jobs and requested that the board consider increasing the hours to 20 hours each a week. The Board agreed to increase the hours but asked SAW to review the resources required.

SAW showed the Board some reports that can be generated from the booking system for the Centre and these will be very useful in identifying how much money we are receiving each month and how many hires we receive and for which areas of The Centre.

The Board will be reviewing the charges in January 2013.

AMB informed the Board that the Youth Club Halloween party was a success and we have some Youth members that will be coming along to the first meeting on the 14<sup>th</sup> November 2012. A pool table and table tennis table have been ordered ready for the Youth Group and any other events that the Trust holds, along with the possibility of match funding for an Xbox.

## 7. Business Planning event preparation (discussion item)

AMB, SAW and JW will be meeting to discuss the business planning event. A date will be arranged between them.

## 8. AGM: follow up on questions raised (discussion item)

See appendix – the Board reviewed the questions that had been raised from the floor at the AGM

## 9. Action Plan/Future Agenda item

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

## 10. Any other Business

JW formally invited MU to the next Events Group meeting to discuss the finances of the group and the VAT implications.

MU advised that there are large ruts in the ground on the Springbank play area that have been left by a large truck that will need to be repaired. The Board agree to ask PE to do so remedial work on that area.

**11. Date of next meeting**

5<sup>th</sup> December 2012

**12. Confidential Minute October Board Meeting**

(RJ was not present for this discussion)

It was confirmed that external advice was to be sought on the structure and remuneration of posts with a timeline set out for recruitment to the administrative post.

It was clarified that the Groundskeeper's salary was not linked to agricultural rates.

**Meeting Closed at: 21:25**