

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

Present:		
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
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 Adam Cooke (AC), Judy Smith (JS) and Jono Brough (JB).

2. Minutes from previous meeting held on 05.11.2012

Minutes were accepted by the Board as a true copy.

3. Matters arising not on Action Plan

SAW updated the Board that the Gym Equipment planning application has been submitted and we will know by the end of December 2012 the outcome.

All the action points from the AGM will be put on the action plan with scheduled completion dates for the January 2013 meeting.

SAW will follow up on the smart water.

MU is in the process of doing the letter to Springbank regarding the play area. AMB will attend with MU and feedback to the Board after Christmas.

4. Management Report

The Board was asked to consider the date of the January meeting for consideration of the setting of the 1st April 2013 Annual Charge. The release date for the December 2012 RPI figure on which the charge increase is based is 16th January 2013, with the November 2012 figure being available a month earlier. It was agreed that the Board would meet on Wednesday 9th January 2013 and estimate the charge using the November index and then revise once the December index is published.

MU advised the Board that the Trust should keep absorbing the VAT. SAW advised that there is a minute from last year that endorses the continued absorption of VAT. SAW will bring that to the January 2013 Board meeting.

The budget for 2013/2014 will be presented at the March 2013 Board meeting.

Bovis has been in touch with the Trust with regards to the transfer of the open green spaces and the play area. SAW advised that there is some remedial work that needs to be complete before transfer can take place. It is expected that this work is to be carried out by the Trust and then recharged back to Bovis prior to transfer.

AMB asked if the play area currently has a ROSPA report and for SAW to enquire prior to any handover. SAW is also to follow up on the remedial works to get the process moving. It is expected to be complete by early part of 2013.

The Trust currently has arrangements in place for four Community Volunteer placements. Alex is doing his Duke of Edinburgh Gold award and does 1 hour a week which will last 1 year. Ben and Niall are doing their Duke of Edinburgh Bronze award and spending 1 weekend in December delivering some leaflets advertising events at the centre. We then have Jo who is a fourth year student at the University of Cumbria and as part of her course in Educational and Professional Studies is required to undertake an 8 week block placement. Jo will be in the Trust office from mid-January to mid-March. Jo will be set a task of re designing the welcome pack and helping with the invoice run.

SAW informed that there is a potential financial loss due to non-delivery of goods. The sum involved is £900. This relates to a company called PX Trading and the purchase of made to order trolleys. RJ has chased regularly for the goods and sent several emails and letters along with repeated phone calls to chase the order and later to ask for a refund for failure to deliver the goods. Advice was sought from Buckles in regards to recovering the money from PX Trading. A letter has been drafted from Buckles and the Board have agreed to instruct Buckles to pursue the debt by letter.

The Board congratulated RJ on her completion of the Level 2 Voluntary Sector Management course.

The Board congratulated LD on his completion of the Apprenticeship – Business Administration Level 3. LD has been given a fixed 6 month contract with effect from 1st December 2012 with the salary at minimum wage for an 18 year old.

5. Finance Report

RJ updated the Board on the financial situation of the Trust up to 21st November 2012. RJ advised that one of the main contributions to an underspend variance against budget is on the Groundsman cost centre. This needs to be taken into account when the 2013/2014 budget is set AMB advised that the updated business plan will also feed into the New Year budget with both a strategic and operational plan to back this up

SAW requested that JW ask the Events Committee to look at notice board and signage locations, ready for installation by year end.

SAW asked MU advice on Corporation tax proof for the Trust. This is for business rate relief and proof is needed in order to be eligible for the rate relief. MU advised SAW to contact our accountants as they will have done a note and sourced the proof in order to show it in the accounts.

RJ updated the Board on the current Aged Debtors position. There are currently 10.80% outstanding that have not paid, set up a Direct Debit or on a payment plan. The total money to collect by 31st March 2013 is £55,550.38. This is broken down into £34,164.55 left to pay on Direct Debit spread across 322 houses and £21,385.83 which covers 50 debtor accounts left to chase. The Debtors balance is down considerably when compared to December 2011 when there were about 39% of debtors remaining.

A schedule was attached to the report highlighting the current debtors with detailed notes against each one. The Trust has a small number of houses that owe from 2008 to date that take up the majority of the debt owing.

SAW informed the Board on the process of recovering the debt and how we can move forward to make sure all sums owing are cleared. The Board were asked to continue to deploy the policy of three chase letters with a view to recovering debt without recourse to court action. In the event of non-payment or failure to meet payment agreements, the debt be recovered through county court. Lastly for the current debtors shown on the schedule the following was agreed by the Board:

- To wait to see what Buckles fixed fees are before committing to placing 1-12 with Buckles to enforce action. This will be presented via email and agreed by email and reported on at the next Board meeting.
- Cases 16 – 23 the Trust will deal with via County Court and not involve Buckles.
- Cases 25 – 33 will be sent a pre Court action letter.
- Cases 34 - 50 are to be followed up by the Trust Office.
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The Board confirmed that the Trust staff should proceed with bailiff warrants if the debt was not cleared and County Court enforcement was unsuccessful.

The Board have agreed to start reminding non-paying residents of the 21 day rule as outlined in the Deed of Covenant.

6. The Centre

SAW informed the Board that the bookings in the Centre continue to increase in number and range. Bookings include monthly all day sessions for the Blood Transfusion service and monthly U3A meetings.

SAW recommended that the allowance for the caretaker's hours, which was set at 20 hours per week at the previous Board pending a review of the needs of the Centre, should be back dated to 1st October 2012. The Board agreed with this recommendation.

7. Business Planning event

AMB gave an overview of how the business planning meeting went but stated that she was disappointed at the low number of residents attending. However the residents who did attend were enthusiastic and gave great ideas and input.

AMB informed that the top priority from residents was making the development aesthetically pleasing, such as more planting of shrubbery, flower beds and seated areas.

AMB expressed her concern that although the trust had the financial capacity to carry out many of the ideas raised it may not have the physical capacity to carry this out and that this will need to be reviewed..

SAW and AMB are meeting with LDA (who did the original landscaping design across the whole development prior to 2002) to discuss what could be called 'development stage 2'. This is to enhance what is currently built and incorporate the resident's ideas as part of the business planning. Charles Crawford-Clarke will be attending the meeting on behalf of LDA. Charles was a party to the original planning and is also a resident of Elsea Park. The aim is to have ideas that can be presented to the residents in the New Year.

SAW is to produce the draft business plan and will bring back to the January 2013 Board meeting.

JW recommended that to help manage office demands and space, a reception desk should be placed in the open area. This should prevent interruptions in the office and create a better environment for staff, The Board agreed. SAW to action.

8. Task Group – Section 106 update

SAW is to have a meeting with Dave Forrest about the Section 106 agreement and also the drainage contact that Dave Forrest has arranged. The Board have asked for AMB to discuss further with Dave Forrest the possibility of him become a Board Director. Dave Forrest was thanked for all his efforts on pursuing the Council regarding the section 106 agreement.

9. Deed of Release & Replacement Obligations – the Trust and Kier Homes

A summary of the changes to the Deed has been circulated to all the Directors. The Board agreed that the summary received from the solicitors was not sufficiently clear and was not explained very well. In light of this DB has offered the summary that Kier was given to help with the understanding of the proposed changes. This will be circulated to the Board members and then agreed over email and reported at the January 2013 Board meeting.

The basic principle was that the legal agreement would consolidate existing agreements and offer the Trust the same legal protection as the existing agreements.

DB informed the Board that discussion on the Primary school is under way and the build is due to complete 2014. DB will forward the plan of the primary school onto the Trust office to display for residents. BC also

asked for the Trust to have input into the development of the sports pitches and to consult with residents on this project.

10. Action Plan/Future Agenda Items

No points raised.

11. Any other Business

MU proposed a change in payroll company and to look at a quote he received from Moore Thompson as he believes the Trust are currently paying too much money with our current payroll company. AMB stated that there were no immediate plans to tender the payroll work.

BC has been looking into the cinema club and how it could work at The Centre and the costs involved. Further research will be brought to a future events group meeting.

MU has asked DB to confirm that Kier will be paying their section of the Npower bill that relates to the period before transfer DB confirmed that the recharge amount for the Npower bill will be met in full by Kier.

12. Date of next meeting

9th January 2012

Meeting Closed at: 21:25