

**Elsa Park Community Trust Board Meeting Minutes
Wednesday 9th January 2013**

Present:		
Angela Bailey	AMB	Resident Director (Chairman)
Barry Cook	BC	Resident Director (Vice Chair)
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 Adam Cooke (AC), Judy Smith (JS) and Matt Upex (MU).

2. Election of Officers

Chairman- BC proposed and JB seconded AMB. No other nominations. AMB was elected.

Finance Director- JB proposed and AMB seconded MU. No other nominations. MU was elected.

Deputy Chairman- AMB proposed and JB seconded BC. No other nominations. BC was elected.

Attendance

[REDACTED]

[REDACTED]

[REDACTED]

3. Minutes from previous meeting held on 05.12.2012

Minutes were accepted by the Board as a true copy.

4. Matters arising not on Action Plan

AMB would like the complaints log to be implemented again and reported each month at the Board meeting.

SAW informed of an amendment to page 3 regarding arrears. Change is to "Ref 16-23" to be changed to "Ref 13-23".

BC asked for the closing time on the minutes to show as 21:25 and not 9:25.

SAW informed the Board that the Gym equipment planning application is still under consideration. The Trusts agent will be informing the planning department that a refusal is given the Trust will be appealing if the decision is to refuse planning permission.

SAW informed the Board that the Debtors situation has altered slightly from the previous meeting. There are 51 cases with 31 of those being chased in house, 11 have been cleared the debt or are paying and 9 may potentially be dealt with via Buckles.

The retrieval of money from PX Trading is underway and in response to a letter Buckles sent to them they have admitted to not sending the goods and payment will be sent. If payment is not received within the time stated by Buckles we will instruct them to place this matter into county court.

5. Management Report

SAW informed the Board that 10 new bins are to be ordered and will be placed in accordance to the plan with suggested amendments. A plan of where all the bins will be placed will be put up on the notice board at The Centre. Along with that there will be a notice placed at each site for the proposed bins. The plans will be placed on the Trust website.

6. Finance Report

The finance report was presented to the Board by RJ and no questions were raised.

RJ explained that the Nationwide mandate had to be signed off by the existing signatures on the account. These are Anthony Prior, Ian Kilday and Barry Cook. The board noted that Anthony Prior was no longer contactable and has moved away from the area. Barry Cook and Ian Kilday are the last remaining signatures available to sign off the account. A copy of this minute is required by Nationwide in order to progress the amendments to the mandate.

RJ updated the Board on the position of purchasing a Credit Card machine to receive payments for the Trust Annual Charge and Centre bookings. The Board agreed previously to pursue and RJ is to liaise with BC to find the most appropriate machine. This will be implemented in time for invoicing 2013/2014 Annual Charge.

7. Setting the Charge 2013

The RPI figure will be circulated to all the Directors once this has been released from the Office of National Statistics and calculated in accordance to the Deed of Covenant.

The Board agreed to the likely uplift of about £6.50 in comparison to the 12/13 Charge. A proposal from the Board on reviewing the possibility of in the future commissioning a small rebate (to each member) was considered. This would need to be taken account in the 5 year business plan and affordability of implementation.

8. Landscape Maintenance Advice

The board considered a fee proposal for consultancy work to contract out landscape maintenance work. In order to demonstrate transparency the Board decided to seek competitive fee proposals.

Once the landscaping company has been appointed a tendering process for contractors will then begin. The tender will be 5 companies. Areas such as the Meadows, Setts green, the Ponds and Habitats areas/or any specialist areas will remain under Trust maintenance along with small landscaping projects. The Board wished for the Grounds keeper to maintain his role but to focus more on the specialist areas including the Nature notes and doing more hands on work with the Community. The role will also require overseeing the contractors and to ensure they keep to the management plan.

Whilst the tendering process is under way to implement the above SAW informed the Board that Pro Scape are no longer contracted to maintain Liner Park and The Pollards and therefore the Trust will need to temporarily arrange a cut prior to the appointed contractors taking over, dependant on timing of the contract.

SAW informed and circulated the original Management Plan for Elsea Park that was drawn up by LDA on behalf of Allison Homes. (Permission from DB was given for the Trust to receive the document). The Board agreed that the Management plan needs up dating and to be in the ownership of the Trust. As it is a continuation of work the Board agreed to appoint LDA. The intent is the management plan will be bought up to date and marry with the 5 year business plan. As part of the management plan LDA will produce an ecology report. The cost of this service will be £3,700 (excluding the ecology report), which the board felt was value for money.

9. Business Plan

SAW presented the draft business plan to the Board and asked for feedback and input. The next step is for AMB and SAW to meet to pull the plan together and then arrange a meeting with the board members to go through it and finalise the details prior to reviewing with the residents. It was agreed that the February Board meeting would have the business plan as its sole item of business.

10. Action Plan/Future Agenda Items

No points raised.

11. Any other Business

Kier will no longer be running monthly surgeries and SAW will be meeting with Joe and Rob from Kier to discuss an alternative service they could offer residents. The Board put forward the suggestion of quarterly meetings.

JB passed on thanks from himself and his neighbours for a great NYE party from the Centre and Events Committee.

AMB informed the Board that the events from 2012 made £580 profit and £80 went towards the Children's Christmas party. The NYE party however made a loss of £1,600.

Post Meeting Note: Although this event was underwritten with a loan from the Trust, the loss will be recouped from profits made by the Events Group from other events they will organise throughout 2013. The loss incurred by the New Year's Eve Party will not be funded by The Trust.

12. Youth Club

The Trust has recently employed a youth worker called Nikki Szwed. She will be working 10 hours per week and will implement initiatives for the youth community and planning each youth session. She will also look at training for volunteers and apply for grants for the youth group for day trips and equipment etc.

13. Date of next meeting

6th February 2013

Meeting Closed at: 22:20