

**Elsa Park Community Trust Board Meeting Minutes  
Wednesday 3<sup>rd</sup> April 2013**

<b>Present:</b>		
Angela Bailey	AMB	Resident Director ( Chairman )
Barry Cook	BC	Resident Director ( Vice Chair )
Jono Brough	JB	Resident Director
Jane Whitehead	JW	Resident Director
Judy Smith	JS	SKDC Representative
Adam Cooke	AC	Land Representative
<b>In attendance:</b>		
Rebecca Jones	RJ	Community Trust Administrator
Sally Waltham	SAW	Trust Manager
Anna Machnik	AM	Graphic Designer – volunteer consultant

**Meeting opened at: 19:00**

**1. Welcome and Apologies**

AMB welcomed everyone to the meeting and advised of apologies from Dan Browne (DB) and Matt Upex (MU).

**2. Minutes from previous meeting held on 06.03.2013**

Change initials of JB to MU

AMB suggested amendments to the budget profiling explanation.

Minutes were accepted by the Board as a true copy.

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

SAW informed the Board that Bourne Town had nominated Paul Fellows as their representative to the Board. Paul will be invited to the next Board meeting. SAW and AMB are to meet with prior to the Board meeting.

**4. Management report**

SAW informed the Board that she and Peter Ellis had attended a play area safety course with a view to introducing an evidenced weekly inspection regime. Also RoSPA had been retained to carry out annual inspection and risk assessments of all play areas at a cost of £700 + Vat. This work was already underway. The cost will reduce if the inspections are brought in line with the county inspections. SAW to ask ROSPA to bring our inspections in at the same time in the future.

SAW reported that the youth activities are going well. Also SNAG golf had received Sports Council funding for two 8 week sessions. These are aimed at 14-25 year olds.

SAW updated the Board on the new volunteer starting at the Trust office on Monday. The placement is for 13 weeks full time.

The proposed timeline for the Articles of Association was accepted by the Board.

It was agreed that SAW will seek guidance from the solicitors on proxy votes.

The Board wish to review the LDA tendering documentation prior to it being sent out. SAW updated the Board that there is a summarised version of the tender specification as well as the main contract document. The Board asked SAW to send out the summary to all Directors to review with the full documentation also to be sent out for those that wanted to review in more detail.. The Board agreed with the proposed timescale.

The Board was updated on the current progress of the gym equipment. The item of gym equipment that caused some issues is to be covered over with netting to stop it being used. The planning application for the gym equipment to be placed along Linear Park has been withdrawn.

An alternative site for the Gym equipment was discussed and the proposed location is near the centre and current play equipment. This area is outside of the gas main easement but still requires planning permission. The Board inspected the potential site.

The options of storage or disposal were dismissed.

AMB, JW, JB and JS agreed to the new location.

BC and AC objected. BC wished his objection to be recorded. It was based on not wishing to add to the play equipment given the proximity of houses

It was a majority vote for the new location.

SAW will progress with the planning consultant and the Council to start the process of a planning application for the new proposed area. There would be informal discussion with the Planning Department prior to the submission of an application.

An issues log was presented for information.

## **5. Welcome Meetings & Information**

The Board was taken through a presentation by AM which showed 4 potential logos and the corporate image of the Trust and how it could look.

The Board chose logo A. The inspiration for logo A came from the large tree outside the centre. AM was asked to amend the font to fit with the Centre logo. AM will make some changes based on that and circulate to the Board members for a final decision.

Once the logo has been finalised the new welcome pack design will be sent to print. Welcome meetings will begin shortly and are aimed to be every quarter.

The Board agreed for the corporate literature new design to be printed.

The leaflets are to be redesigned by AM and then presented to the Board. The board have asked for two distinct leaflets for the centre. One to be for activities and one for hire. A more detailed brochure about Elsea Park was also agreed. SAW will support AM in progressing this further.

The proposed list of leaflets is:

- Trust Information
- The Centre activities
- The Centre Hire guide
- Brochure ( This might be used with the developers as a sales brochure) SAW to ask developers for ideas and possibly funding for printing
- Welcome pack ( folder to put information in, not just used as a welcome pack)

The Board also agreed to continue giving out bird boxes on new build house completions.

## **6. Finance Report**

The following changes on the budget were proposed; remove the cost of bin emptying and reduce the cost of the payment card facility.

With these changes the predicted surplus will be £178.88.

The summary version of the budget is due to be placed in the next newsletter and the main approved budget will be placed on the website.

**7. Business Plan formal adoption**

The Board adopted the business plan.

**8. Proposed plan for primary school (discussion item)**

SAW went through the proposed primary school plans with the Board.

The Board have requested a copy of the schools transport/parking plan. SAW to action.

**9. Remuneration of Board Member**

Deferred

**10. Action Plan/Future Agenda Items**

The AGM action plan is to be reviewed.

**11. Any other Business**

BC asked SAW to look into the ditches along Water Lane as it appears to be backing up. SAW to action and update BC.

AMB requested that the Board see an updated version of the action plan compiled following the AGM.

**12. Confidential Report – Staff Review**

The minute was agreed.

**13. Date of next meeting**

1<sup>st</sup> May 2013

**Meeting Closed at: 10:10**