

**Else Park Community Trust Board Meeting Minutes
Wednesday 6th March 2013**

Present:		
Angela Bailey	AMB	Resident Director (Chairman)
Barry Cook	BC	Resident Director (Vice Chair)
Matt Upex	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), Dan Browne (DB) and Jono Brough (JB).

2. Minutes from previous meeting held on 09.01.13

The Annual Charge figure for 1st April 2013 of £267.77 was agreed.

Minutes were accepted by the Board as a true copy.

3. Matters arising not on Action Plan

No matters arising.

4. Management report

SAW informed the board of the latest planning status for the fitness equipment. The planning application is yet to be determined by SKDC but will be shortly. The likelihood is that it will be refused. SAW outlined the different approaches.

The Board agreed to withdraw the current planning application, take out of commission the "power push" piece of equipment by way of fencing off and wait to see what happens with Kier and the sports pitches. The Board may then join with Kier to put forward a new planning application.

AMB thanked RJ for her first aid response to the child that trapped her figure in the door at the Centre. The accident was reported to the HSE under RIDDOR. SKDC inspected the Centre and were satisfied with the Trusts response.

SAW confirmed that LDA have been appointed as consultants to contract out the landscape maintenance. SAW outlined the reasons why LDA were appointed, which include: competitive price and an extensive knowledge of Elsea Park.

It was agreed that the tender responses will be dealt with by LDA. The Board agreed to look at the tendering report via email with the decision being minuted at the next board meetings any decisions that have been made. The tendering process will commence around mid-May. Two contractors have put themselves forward and will be passed to LDA to contact accordingly.

An issues log was presented for information.

5. Setting of the Budget 2013/2014 (Papers previously circulated)

RJ asked Directors for feedback and queries on the 2013/2014 draft budget. Changes to the budget were highlighted by the Directors and RJ is to amend accordingly. AMB asked inflation of 3.1% to be added to the key items. AMB asked for lump expenditure on the profiling section for the Trust, Grounds and Centre to be put at year end.

The Board accepted the budget subject to changes. RJ will bring back the final copy to the April 2013 Board meeting.

AMB asked for a policy to be put in place for money collection in the office and usage of the safe. RJ will put together a policy and implement immediately.

6. Data Protection Policy report and accompanying draft policy

SAW reported on the Data Protection Policy for the Trust. The Board accepted the policy. BC will place the policy on the Elsea Park website. General policies will be placed on the website in the future.

7. Nominated to the Board – Bourne Town Council nomination of Cllr [REDACTED]

The Board considered a nomination from Bourne Town Council of Cllr [REDACTED]. The Board unanimously agreed not to accept the nomination for the following reasons:

1. In seeking a nomination from the District and Town Councils, the Trust is aiming to recruit an independent view. This is valued in itself as well as in those instances when there might be issues where resident and/or owner Directors would have to declare an interest. The nominee is a property owner at Elsea Park, with separate rights to stand for election to the Board. It was felt that in these circumstances, the wish to have independence could not be met.

2. [REDACTED]

8. Action Plan/Future Agenda Items

DB requested a discussion item on board remuneration.

AMB asked for the Board to review the welcome packs at the April 2013 Board meeting. SAW will put together a report on what is currently in place and how to move it forward. Together with new designs for the welcome pack folder. AMB also would like to organise 'meet the directors' gatherings for new people moving on the estate.

9. Any other Business

SAW circulated a report prior to the meeting on payroll and the current issues we have had with the company. The board agree to move the payroll to another company and obtain quotes.

10. Confidential Report – Staff Review

SAW to write.

11. Date of next meeting

3rd April 2013

Meeting Closed at: 22:45