

**Else Park Community Trust Board Meeting Minutes
Wednesday 1st May 2013**

Present:		
Angela Bailey	AMB	Resident Director (Chairman)
Barry Cook	BC	Resident Director (Vice Chair)
Matt Upex	MU	Finance Director
Jono Brough	JB	Resident Director
Jane Whitehead	JW	Resident Director
Judy Smith	JS	SKDC Representative
Paul Fellows	PF	Bourne Town Council
In attendance:		
Rebecca Jones	RJ	Finance and Administration Officer

Meeting opened at: 19:00

1. Welcome and Apologies

AMB welcomed everyone to the meeting and advised of apologies from Sally Waltham (SAW).

The Board congratulated MU and his wife on the arrival of their baby girl.

2. Minutes from previous meeting held on 03.04.2013

BC proposed changes on page 2. to BC what will send across the amendment to RJ. Board agreed.

Minutes were accepted by the Board as a true copy.

3. Matters arising not on Action Plan

BC informed the Board that the problem with ditches along Water Lane has now been resolved by Kier.

4. Management Report

The Board was asked to consider a signing policy for cheques and legal paperwork. Resident Board members agreed to make them available on Tuesday evening but that the signatories remained at Director level. An email will be sent every Tuesday afternoon to remind directors.

The new corporate image for Elsea Park was accepted by the Board.

AMB updated the board on the fitness equipment site meeting with the planning officer. The planning officer was supportive of the new location for the equipment. AMB is going to write to the chief planning officer. JS informed the Board that she will check the status of the new planning application and update the Board accordingly.

The landscaping contract has gone out to tender and the Trust is awaiting the quotations from the prospective contractors.

Points on the issues log were discussed with the first one being the personal injury claim. AMB asked BC to head up the preparation of documents to submit regarding the claim and asked RJ to send a holding email to our insurers.

BC asked for the wording of the signs on Setts Green to be investigated. RJ to inform SAW to look into land ownership and get back to BC.

The AV system has been proving difficult to use so a meeting has been arranged by RJ for Dave Forrest and Kevan Bailey (Events members) to go through the AV system with Sean Masterson (Caretaker) and make new instructions for the equipment.

ACTION SAW

The centre is required to undergo an assessment on food hygiene. A self-assessment questionnaire will be completed. AMB asked for this to be sent to all Directors prior to being submitted.

ACTION SAW

5. Finance Report (Year end update)

RJ updated the Board on the financial year end status. The year-end underspend variance was broken down into the following percentages; Trust 14%, Grounds Maintenance 58% and The Centre 28%. The variances have been highlighted and taken into consideration in the 2013/2014 budget.

AMB expressed her disappointment in the lack of progress with landscaping projects as this was the biggest underspend on the 12/13 budget. RJ informed the board of potential areas around the Centre that could be started.

PF asked if a gardening club could be researched and started up just for residents to engage in. PF informed that the landscaping projects around the centre could be a good way of getting residents attention into joining a gardening club. The Board also highlighted the fact that the LDA report should produce a range of projects that will need to be consulted on. The Board agreed that planters to be obtained and planted up ready for 'Picnic in the Park'. RJ is to inform Peter Ellis of the work required.

ACTION RJ and PE

RJ updated the Board on the audit timescale. This was agreed by the Board.

6. Articles of Association

The Board discussed the paper presented and the following points were made:

- Want a simplified streamlined set of Articles – not amendment but replacement. Whole Articles require review

- Philosophy of removing any unnecessary restrictions

- Membership:

- Residents, 5 min – 9 max elected

- SKDC – 1 nomination

- Bourne TC – 1 nomination

- School – 1 nomination (note: school to be built and open from Sept 2014)

- Wish the Articles to reflect temporary tenure of land owners and developers

- Landowners and developers each to have one vote although they may represent a wider group

- Legal advice required on how a resident majority is retained

s.44.2 Youth to remain – could be co-option – need not be a resident

s.44.3 Affiliated Group delete

- s.45 Co-option to be retained
- s.46 Time limit – limit on length of service to be removed
- s.53.2 Age – to be reduced from 18 years to 16 years
- s.54 Remuneration – discussion deferred – leave open

- Co-option provision required e.g. casual vacancies

- Advice required on:

- Quorate
- Casting vote with resident directors
- Minimum number of Directors – reversion to who?

7. Green Transport Fund

JB updated the board on the meetings that have taken place with officers from the Lincolnshire County Council Transportation Unit on ideas for the green transport fund. The Board decided that the steering group would develop ideas for the green transport funding with the Board having the final decision. The Board viewed cycle paths as important and this should be considered by the group.

JB informed the Board that the fund would be spent over a 3-5 year period.

JB informed the board that on the 10th August 2013 there will be a cycle day. The proposed activities are; smoothie bike, bike training, riders and bike maintenance (Cycle Wrights).

The Board thanked JB for his work on the green transport fund research.

8. Remuneration of Board Members

Deferred

10. Action Plan/Future Agenda Items

Non

11. Any other Business

PF asked for more community events to take place such as, teddy bear picnic and Christmas light switch on. JW will circulate the information on dates of the Events Group to PF.

BC informed that the invoices for solicitor's fees are coming in high and he would like to test the market. This was agreed

AMB asked that staff have safety training such as ladder training and food hygiene where appropriate.

ACTION SAW

ACTION SAW

12. Date of next meeting

5th June 2013

Meeting Closed at: 22:00