

**Else Park Community Trust Board Meeting Minutes
Wednesday 3rd July 2013**

Present:		
Angela Bailey	AMB	Resident Director (Chairman)
Matt Upex	MU	Resident Finance Director
Jane Whitehead	JW	Resident Director
In attendance:		
Sally Waltham	SAW	Trust Manager
Rebecca Jones	RJ	Finance and Administration Officer
Mark Booth	MB	

Meeting opened at: 19:00

1. Welcome and Apologies

AMB welcomed everyone to the meeting and advised of apologies from Barry Cook (BC), Jono Brough (JB), Paul Fellows (PF), Judy Smith (JS), Dan Browne (DB) and Adam Cooke (AC).

2. Minutes from previous meeting held on 05.06.2013

Minutes were accepted by the Board as a true copy.

3. Matters arising not on Action Plan

SAW updated the Board that the food hygiene course the Board had requested that the Caretaking staff attended can be done online.

ACTION SAW

AMB asked SAW to follow up with LCC on the new operator for the primary school.

ACTION SAW

AMB will ring the head teacher of the new operator when confirmed, to see what arrangements are in place for the governance and representation of the new Primary school.

ACTION AMB

4. Management Report

SAW gave an update on Ground Control and the progress that has been made. There were a few difficulties at the beginning but these have now been resolved and are now moving forward.

The Board asked SAW to bring the review of the wildflower issue in with the LDA work and form part of the management plan.

The Western Power wayleave request was discussed. JW declared an interest as the requests is situated outside her house. The Board members present were unanimous in granting the wayleave. MU signed the documentation to grant access.

The Board discussed the request for a landscaping project at Heartsease way. The decision was to consider that area in the overall management plan.

The working group that consists of Dave Forrest and Brian Summers has been approached to work with the Board on a number of subjects. AMB suggested that a key area for them to work on was drainage on Elsea Park. Also raised was the Springbank consultation, the Board agreed that this piece of work should also be given to the working group.

SAW updated the Board that the consultation on the sports pitches was successful and we received 30 feedback forms with 22 leaving their contact details for further information.

The recycling policy was presented to the Board. It was adopted in principle with some amendment such as not recycling food waste and reducing use of paper rather than using off-white paper. This will be circulated once the changes have been implemented.

The issues log was presented to the Board. SAW raised a separate ASB incident that was not on the issues log which was that broken glass was found on the patio and the children's play area and the CCTV footage was given to the police.

5. Finance Report and Annual Accounts for the year ending 31st March 2013

The annual accounts for the year ending 31st March 2013 were adopted by the Board and signed by AMB and JW. This was witnessed by the Board.

AMB also signed the return for corporation tax.

RJ is to produce a summary of comparisons for the set of accounts profit and loss and balance sheet items. MU is to review prior to approval at the September Board meeting.

MU will send the electronic representation letter to all Board members. AMB will read the representation letter prior to signing it. AMB will then update the Board accordingly.

6. Articles of Association – Update

SAW informed the Board that she had updated DB on the current status of the Articles of Association and that she had written to Ken Maggs at Moore Thompson asking for a statement on the trust's solvency to enable Kier to release the Trust from the current AoA. The estimated total cost for the work is £2000. MU suggested that Kier share half if not all of the cost. The Board agreed. SAW will contact DB and update the Board accordingly.

ACTION SAW

The South Kesteven District Council will be contacted as they will need to give consent for the release of Kier from the agreement.

ACTION SAW

The Board considered the draft Articles and confirmed the composition of the Board membership to include developers and landowners for a time limited period.

The Board agreed to take legal advice on whether the Board have the power to reject individual nominations from outside bodies such as the Councils.

AMB and SAW will meet with the solicitor to go over the details and produce the final copy. Once the Board is happy with the finish document this will then be published on the website for residents to read in time for the AGM. A summarised version of the Article of Association will be made available along with the normal AGM paperwork.

7. Picnic @ the Park

JW gave a brief update on the Picnic @ the Park event and confirmed that it was very successful and that they had received great feedback from residents.

JW gave a formal thank you to the Trust staff for helping to make the weekend run smoothly. A formal thank you was also given to Anna Machnik for all her help in designing the literature and the Trust stand.

The evening event was also a great success and sold out of tickets.

AMB confirmed that the profit from the event paid off the Events Committee debt to the Trust.

8. AGM questions update

The Board was happy with the responses to the questions raised at the previous year's AGM. For question number 5 AMB suggested that a more detailed answer was given.

ACTION SAW

9. Action Plan/Future Agenda Items

Date of Meeting	Action	Responsibility
04/07/12	Consolidation of key bank accounts should be considered. MU will look into further and bring back to a future board meeting.	MU
04/07/12	Peter Garnham has offered to bid on behalf of the Trust to Lincolnshire highways for improved bridle ways and footpaths. This in turn will link to Northorpe from Elsea Park/The Meadows. BC is to arrange with Peter Garnham to come in and do a talk about what he is willing to do and how.	BC
05/09/12	The action plan point 'on Director responsibilities' will be held back until the Articles of Association have been reviewed and amended and will incorporate the Director Responsibilities at that point.	AB & SAW
03/10/12	Fencing to the patio area. The Board want to leave consideration for 6 months and see if the CCTV system acts as a deterrent.	All
07/11/12	A static IP address required to enable us the access the CCTV recordings via remote access on a computer or a mobile phone device.	RJ
07/11/12	Smartwater to be investigated further	SAW
05/12/12	Springbank play area consultation	MU Subject to report on July Board meeting
09/01/13	The retrieval of money from PX Trading is underway they have admitted to not sending the goods and payment will be sent. Matter to be placed this matter into county court through Buckles	SAW & RJ To be placed in County Court by Trust Office
06/03/13	AMB asked for a policy to be put in place for money collection in the office and usage of the safe. RJ will put	RJ Implemented immediately but

	together a policy and implement immediately.	to be written up
06/03/13	Board agreed to move the payroll to another company and obtain quotes	SAW
01/05/13	AMB asked that staff have safety training such as ladder training and food hygiene where appropriate.	SAW

10. Any other Business

SAW informed the Board that the relocation of the Gym equipment has been approved conditionally. SAW will speak with the Trust planning consultant as to what those conditions are and update the Board shortly.

MB informed the Board that the bus stop along the A15 opposite side to Elsea Park looks unsightly. MB will contact the local council to see if they own it and if they can clean it up.

ACTION MB

11. Date of next meeting

7th August 2013

Meeting Closed at: 21:40