

**Elsa Park Community Trust Board Meeting Minutes  
Wednesday 4<sup>th</sup> September 2013**

<b>Present:</b>		
Angela Bailey	AMB	Resident Director ( Chairman )
Barry Cook	BC	Resident Director ( Vice Chairman )
Matt Upex	MU	Resident Director (Finance Director)
Jono Brough	JB	Resident Director
Jane Whitehead	JW	Resident Director
Paul Fellows	PF	Bourne Town Council Representative
Judy Smith	JS	SKDC Representative
Dan Brown	DB	Developer Representative
<b>In attendance:</b>		
Sally Waltham	SAW	Trust Manager
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 Adam Cooke (AC).

**2. Minutes from previous meeting held on 03.07.2013**

Minutes were accepted by the Board as a true copy.

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

The primary school has been given planning permission and the operator has been confirmed as Bourne Abbey Primary School. The contractor has not yet been announced.

AMB raised a potential issue with the working group and how best to instruct them. The Board agreed that the working group should be asked to either become a co-opted member of the Board for individual projects or join as a Director. If they wish to take up neither of those options they will not be asked to carry out work on behalf of the Board.. It was felt that these arrangements were important in terms of accountability. AMB undertook to write to the group outlining the proposed arrangements.

**4. Management Report**

SAW updated the Board on the management report.

Marketing has commenced for the Centre and a feature article been published in Bourne Marketplace and Concept magazine.

JW informed the Board that she is member of Bourne Business Chamber as part of her consultancy business. JW asked for the Board's views on representing the Trust at the meetings. The board agreed for JW to act as a representative for the Trust within Bourne Business Chamber.

JW confirmed that she has asked people from the events group to proof read articles for the newsletter prior to publication. SAW asked JW if the whole newsletter can be proof read by those selected from the Events Group. SAW will send the newsletter to BC and the Events Group.

SAW, RJ and Peter Ellis had met with Ground Control earlier in the week with an agenda and a minuted meeting. Ground Control agreed with the issues raised in the meeting. SAW confirmed that some items have not been included in the bills of quantity document and therefore the specification will

be revised. SAW is going to speak with LDA on the items that have not been included in the bills of quantity. This omission would have applied to all tenderers.

Ground Control is to address the quality issues and the Board will monitor the contract.

SAW is awaiting a response LDA on the Landscaping consultancy. AMB asked SAW to send the business plan to Charles. The Board would like to see ideas drawn up by LDA and presented at a Board meeting.

SAW updated the Board on the current issue of siting bins, noticeboards and benches. SKDC have confirmed that all bins placed on Elsea Park need prior planning permission. A plan of the bins, noticeboards and benches is going to be submitted shortly. BC has asked for wording to be placed on the website outlining the reason why bins, noticeboards and benches have not been sited and installed.

The Springbank consultation has been delayed due to various reasons. Therefore the Board have agreed that the Trust office draw up the consultation form in conjunction with the working Group. SAW updated the Board that the planning permission has been granted for the school and that there is a 6 week grace period to allow for the possibility of judicial review. The new primary school operator is keen to work with the local community and would like to arrange several activities prior to the opening next year. The Centre has been earmarked for the school to hire to hold opening events in the build-up to the opening of the primary school.

An induction loop is required for the Centre and quotes have been obtained. The Board agreed with the recommended quote.

SAW updated the Board on the monthly issues log.

The fitness equipment has now been relocated. SAW confirmed that the company that carried out the work for the Trust was very good and did a great job.

A complaint has been received from a resident in regards to litter across the estate. The Board agreed to ask Nike Szwed from the Youth Club (along with guides, beavers, cubs and scouts) if some of the attendees would volunteer to litter pick in exchange for a donation to the Youth Club from the Trust.

JW informed the Board that noise from the Centre has escalated in recent weeks and she has noticed more vandalism around the Centre taking place. SAW confirm that the Trust office is continuing to work with the local PCSO's to help eliminate the ASB and vandalism.

SAW asked the Board to consider some form of barrier near the small children's play area as you come off the pavement. She suggested looking into K barriers. This will help stop mopeds coming off the road and onto the pavement which leads them onto the patio area. There is a blind spot of which any mopeds illegally on the patio could cause a serious incident. In terms of risk management the Trust had a duty of care towards users of The Centre. The Board agreed to take action but asked SAW to look at other alternatives to the K barrier.

## **5. Finance**

RJ went through the finance report. RJ informed the Board that to date since 1<sup>st</sup> April 2013 we have collected 52.14% of the annual charge and are set to recover 98% by 31<sup>st</sup> March 2014.

Court action has commenced along with the solicitors action on historic cases. RJ advised the Board that there have been amendments to the chase letters. AMB requested that RJ email a copy of the debt collection policy and the revised letters to all Board members to review and make comment upon return.

The Centre income has fallen and the Trust is not currently meeting the budgeted income set by the Board. AMB advised that this could be due to either setting the budgeted income too high or not attracting hirers into the Centre or a combination of both. RJ reiterated SAW's point earlier in the meeting that marketing has commenced. RJ has done work on a Marketing Strategy for the Centre which is to be reviewed.

## **6. Articles of Association – Update**

The Board of Directors formally adopted the new Articles of Association (dated June 2013).

DB informed the Board that Kier are happy with the Articles of Association.

SAW advised that SKDC are reluctant to agree to the amendment of the S105 Agreement to release the parties from the financial guarantee which in turn impacts on the ability to introduce new Articles of Association.

AMB, SAW, JS and a representative from Kier are to seek a meeting with SKDC to discuss the current situation with the Articles of Association..

### **ACTION SAW**

The agreed date for the AGM is Monday 21<sup>st</sup> October 2013. An EGM will be called at a later date to discuss and adopt the new Articles of Association.

In the interim the newly adopted draft Articles of Association by the Board of Directors is going to be placed on the Trust website.

## **7. Business plan – Monitoring report**

SAW updated the board on the current progress against the business plan.

AMB requested that an operational plan is pulled together off the back of the business plan. A separate meeting from the Board meetings will be convened to discuss the business plan and create an operational plan.

### **ACTION SAW/AMB**

## **8. Auditors Report to Management**

AMB informed the Board that a formal response to the management report needs to be written and the extra charges also need to be reviewed. A sub group of Directors are to meet separate from Board meeting to discuss the report in the round along with the extra charges. The Group elected is AMB, JB, JW and BC which is due to take place 9<sup>th</sup> September 2013.

AMB advised that MU cannot be present at the meeting as it's a conflict of interest due to MU working for Moore Thompson (Trust appointed Auditors).

AMB advised that MU as the Finance Director should take responsibility and drive it forward working with SAW and RJ. MU confirmed that he will attend a meeting with SAW and RJ to go through the accounts and the current systems in place. MU advised he will work with RJ to help implement further finance policy and procedures.

The Board recognised RJ's work to date and thanked her. However it was recognised that more support was necessary. As Finance Director Mu agreed to provide additional support.

## 9. Action Plan/Future Agenda Items

Date of Meeting	Action	Responsibility	Comments from Board Meeting
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	MU will go into bank w/c 6 <sup>th</sup> Sept and then look at consolidating the bank accounts.
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	To be taken off action plan
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.	AMB & SAW	Placed on hold
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	To review
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	SAW is going to get in touch with our CCTV provider to resolve.
07/11/12	Smartwater to be investigated further	SAW	LD to implement
05/12/12	Springbank play area consultation	MU Subject to report on July Board meeting	Currently in hand with the working group.
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	A letter is going to be sent and then placed into court.

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 together a policy and implement immediately.	RJ Implemented immediately but to be written up	RJ has written up the policy and to be sent to the Board for approval.
06/03/13	Board agreed to move the payroll to another company and obtain quotes	SAW	To be taken off action plan in the light of improved performance
01/05/13	AMB asked that staff have safety training such as ladder training and food hygiene where appropriate.	SAW	Food hygiene and ladder training in hand and due to be booked in.

## 10. Any other Business

BC advised the Board that Taylor Wimpey has been given approval for the next phase of building on Elsea Park. Unfortunately it appears that they have quoted that a community bus will be running to link the old with the new on Elsea Park. SAW to look into and report back to the Board.

**ACTION SAW**

JB confirmed that the cycle event planning is going well and the event is booked for 21<sup>st</sup> September 2013. The Dr Bike service through Cyclewright has not proved to be definitely available and we are currently seeking another company to attend. AMB confirmed that the Board fully support the event and all expenses for the event are coming out of the Green Transport fund.

JW asked the Directors when "Meet the Directors" evenings are going to be arranged so the Trust office can inform the residents when they send out the welcome packs. Board to discuss.

JW advised that there is still no sign on Greenacres Drive.

**ACTION SAW**

JW asked when the tarmac is going to be reinstated in the top of the Pollards opposite Linear Park. SAW is going to look into it as works should have been completed.

**ACTION SAW**

PF raised a question in regards to the primary school and its status. The operator of the new Primary School is Bourne Abbey which is a C of E School, does this mean that the new school on Elsea Park will have the same status.

**ACTION SAW**

MU raised a concern over weeds growing through the pavement on Water Lane.

**ACTION SAW**

SAW advised the Board that NS contract is due to end 30<sup>th</sup> September 2013 and asked the Board to consider extending the contract to 31<sup>st</sup> October 2013 due to the staffing reviews not taking place until 2<sup>nd</sup> October 2013. Board agreed.

SAW advised that we have had several complaints about how the minutes of the Board meetings are read. Residents have advised that unless the reports are published along with the minutes they are difficult to understand. The Board agreed to publish the minutes and all Board reports online starting from the October 2013 meeting.

## 11. Date of next meeting

2<sup>nd</sup> October 2013

**Meeting Closed at: 22:05**