

**Else Park Community Trust Board Meeting Minutes
Wednesday 2 October 2013**

Present:		
Barry Cook	BC	Resident Director (Vice Chairman)
Matt Upex	MU	Resident Director (Finance Director)
Jono Brough	JB	Resident Director
Jane Whitehead	JW	Resident Director
In attendance:		
Sally Waltham	SAW	Trust Manager

Meeting opened at: 19:00

1. Welcome and Apologies

BC welcomed everyone to the meeting and advised of apologies from Angela Bailey (AB) and Paul Fellows (PF)

2. Minutes from previous meeting held on 04.09.2013

Minutes were accepted by the Board as a true copy.

3. Matters arising not on Action Plan

The Working Group have accepted the role identified by the Board that they should be co-opted to the Board for individual project work identified by the Board.

Hirers of facilities at The Centre should be asked how they heard about The Centre.

The fitness equipment had been installed with bases of insufficient size, resulting in two pieces of equipment being taken out of commission for health and safety reasons. All five pieces were to be rectified.

In regard to new Articles of Association, further research had revealed that the indicative business plan attached to the S.106 Agreement allowed for the financial guarantee to be phased out as the Trust's cash flow improved. This information had been forwarded to SKDC with a request that they review their interpretation of the legal position of the financial guarantee.

Taylor Wimpey's supporting statement for their recent planning application had made reference to the shuttle bus. Contact details for Taylor Wimpey were being sought to correct this misinformation.

Ground Control had now taken on the grounds maintenance for all land in Trust ownership plus recharge work. Edge cutting and shrub bed weed killing was to be included in the contract.

The current status of MB as a prospective Board member was queried. The position is to be checked with AWB.

Action SAW

4. Management Report

SAW updated the Board on the management report.

New Primary School AMB & SAW had met with Abbey School primary. They had indicated that they would like to join the Trust Board prior to the school opening and also that there might be a place on the school governing body. SAW reported PF's view that the representation on both Boards should

take place at the same time. The Board decided that there were advantages in a representative of the school joining the Trust Board as soon as possible but as the school governing body would cover the two schools, and given the one class entry for Elsea Park, it would be premature to have the Trust represented on the school governing body. It was recognised that this might alter in future years.

SAW was to represent the Trust at the turf cutting.

The agreement to a 25% discount on hire by the school was agreed.

It was agreed that a representative of the school be invited to join the Board with that representative providing regular updates on the progress of the school.

Action SAW

Springbank Consultation – this work had commenced and was being led by the Working Group. The deadline for response was mid-November after which the results would be reported to the Board.

Action SAW/Working Group

Welcome meetings these are to be Director led. The agreed format is:

- Members only – both new and existing
- Welcome pack to continue to be sent out by Trust Office as soon as possible after completion
- Welcome meetings should be held quarterly on the last Wednesday evening of the month
- Two directors would attend on a rota basis
- The meetings would be publicised through the welcome packs, the newsletter and the website
- A programme should be diarised a year in advance
- The first two meetings would be on 27 November 2013 and 26 February 2014
- The emphasis should be on welcome and meet the Board
- The intent should be announced at the AGM

Action: AMB/SAW

Christmas & New Year Opening - The Centre would be closed to the public between Christmas and New Year. There may be an exception if there were a significant hire. The Trust Manager was authorised to manage the situation.

Setts Green – in principle the Board were in agreement with funding a retaining wall but wished to understand more about the site and to explore whether more hardwearing solutions would be more cost effective.

It was agreed that this should be researched and options, including photographs of the site, should be circulated to the Board for a view.

Action: SAW

LDA Management Plan – LDA Design had commenced their work on the management plan. They would review the original management plan objectives, see how well they had worked and make recommendations for consultation. In the first instance their conclusions would be reported to the Board prior to consultation with residents. The review would be completed during November 2013.

5. Finance

In RJ's absence SAW presented the finance report in its new format. The Board welcomed the format and made some suggestions about how it might be more user friendly. These will be incorporated in future reports.

There was a query on a small item of expenditure attributed to the Events Group. Information on this item would be circulated to the Board.

The report from Buckles on the debtors cases that had been placed with them was considered. Buckles will now report on a monthly basis.

Action: SAW/RJ

6. Youth Club Policies & Procedures

The Board endorsed a Policy and Procedures document prepared by AMB and NS. The document required some re-formatting and is to include The Trust logo.

The Board emphasised the need to have fire drills as specified and for the drills to be recorded.

Action: AMB/NS

7. AGM

It was agreed that the format should be the same as in the previous year. There would be a pre-meeting of the Board at 6 pm.

Action: SAW/RJ

8. Cycle Event

JB provided feedback on the Cycle Event which the Trust had provided as part of the Green Transport Fund strategy. There had been a disappointing attendance despite widespread publicity. However the Dr Bike session had been very popular. Unfortunately the Immobitag supplier was unable to attend due to a car breakdown. The persons providing the led bike rides worked hard at involving people but with no success

Learning points for future events:

- Front of The Centre
- Not a Saturday
- No interest in led cycle ride
- Dr Bike etc. should be a regular event, perhaps quarterly
- Limit to be placed, say £15, on repairs funded by the Trust
- Immobitag should be invited again
- Smoothie bike very popular. Tesco had provided the fruit and juice FOC. JB had written letter of thanks.

It was decided that an Immobitag reader should be purchased for use with Bourne police

The Smarter Choices & Accessibility Team at Lincolnshire County Council is to attend the November Board meeting to discuss the Memorandum of Understanding on Green Transport

Action: JB/SAW

9.0 Action Plan

In future this is to be a separate agenda item, referenced, showing Board decisions and actions required, the person responsible, target date and completion. The action plan should be annual and be reviewed at each meeting.

Action: SAW

10.0 Staff Review

This is the subject of a separate confidential minute.

11.0 Any Other Business

Children's Christmas Party & New Year's Eve Party – the Board agreed to contribute to £500 to the Children's Christmas Party with the Events Group to manage within that budget plus any sum charged.

The Board also agreed to fund a glass of bubbly (cava) for New Year's Eve attendees. Concern was raised about security and limiting numbers with a view that there might be a charge for tickets, though the charge might be refundable in the way of drinks tickets etc, to ensure attendance.

Action: JW/AMB

Clock – the Board agreed that a clock should be placed in the Meeting Room

Action: SAW

Letter of Thanks – the Board were pleased to receive a letter of thanks from the recent work placement person.

Ditching – quotations were being sought to carry out clearance and maintenance work to ditches across Elsea Park. The Board recognised the difficulty of obtaining quotations and were satisfied providing at least three quotations had been sought.

Action: SAW

Grounds Maintenance Projects – the Board agreed that the landscaped area to the front of The Centre should form an enhancement project to be carried out by Peter Ellis

Action: SAW

Drainage – Kier Homes and their drainage consultants are to give a presentation on drainage to the December meeting of the Board

Date of next meeting

6th November 2013

Meeting Closed at: 21.50