

Elsa Park Community Trust Annual General Meeting Minutes
Wednesday 21st October 2013

Present:		
Angela Bailey	AMB	Resident Director (Chairman)
Matthew Upex	MU	Resident Director (Finance Director)
Jono Brough	JB	Resident Director
Jane Whitehead	AC	Resident Director
Dan Browne	DB	Kier Representative
Paul Fellows	PF	Bourne Town Council Representative
In attendance:		
Sally Waltham	SAW	Trust Manager
Rebecca Jones	RJ	Finance and Admin Officer
Liam Dodd	LD	Trust Assistance Administrator

Meeting opened at: 19:00

1. Welcome & introductions

AMB welcomed all residents to the meeting and thanked everyone for their attendance.

AMB welcomed the Directors and Trust staff members present at the meeting.

Paul Fellows is new to the Board and AMB wanted to welcome him to his first AGM. PF gave an overview of his background and thanked Bourne Town Council and the Trust for giving him the opportunity to join the Board.

AMB informed that there are Directors and representatives that sit on the board that could not be present. Those absent are Barry Cook, Adam Cooke and Judy Smith.

2. Approval of the Minutes of the last AGM held on 12th September 2012 (Minutes are available on the website or on request from the Trust Office)

The minutes of last year's AGM were reviewed. It was proposed by resident Peggy Kent that the minutes be accepted as an accurate record of the meeting held on 12th September 2012; seconded by resident Steve Broughton, carried unanimously.

3. Chairman's Report

AMB gave a presentation to residents that attended the AGM. See attached appendix

4. Finance Directors Report and Approval of Annual Accounts 2011 – 2012

MU gave an update on the financial position of the Trust and the 2012/2013 set of Accounts and Audit.

MU presented the financial statements for the year ended 31 March 2013. These had been discussed and agreed at Board level. They have been audited by Ken Maggs and his team at Moore Thompson. A full copy of the financial statements is available from the Trust website, or by request from the Trust office.

MU identified a number of areas that residents may have queries on and followed with explanations on each point.

MU started with the 'Profit and Loss Account'.

First point noted was for the first time the Trust has spent more than taken in with some of the reserves used for larger expenditure.

The turnover continues to increase as would be expected given that the community charge is index linked and more houses are being built and occupied every year.

MU moved on the 'the balance sheet'.

MU asked residents to note the increase in tangible assets. The Trust had a formal valuation on all assets to reflect the correct value in the accounts. The balance sheet value is £1,117,263 which covers the value of The Community Centre and all other land owned.

MU stated that one of the key areas where the Trust can be seen to be improving year after year is the collection of debtors.

In response to a question raised from the floor by Mr Leech regarding paying legal fees to recover debts, MU confirmed that the Board have implemented and support a strong debt recovery process. AMB confirmed that at all times the Board are conscious about using solicitors to recover debt and that this is always a last resort. All debtors apart from a select few are chased in house by Trust staff and the court fees are recoverable by the debtors.

As per 'Cash at bank' at the year-end MU informed that the Board will be spending the money on dedicated projects through the business plan and the ecology report. Also the Board are very keen on safeguarding the money for future large expenses.

MU took questions from the Floor.

Q1 Why are items such as telephone, legal fees and office stationery almost a 50% increase from the previous year?

A1 MU confirmed that with moving to the Centre the Trust has needed to implement business broadband and also the Trust is making an increased number of phone calls and as the estate grows this will most likely increase. The legal fees have been answered under a previous point. Office stationery is most likely increase as the estate gets bigger with more and more work to be done on communication etc.

MU asked the residents to now approve the accounts.

Proposed by – Stuart Benjamin

Seconded by – Peggy Kent

The accounts were carried by a majority vote.

AMB advised that our current auditors have been in place for 3 years and given that length of time the Board chose to put the Audit and Accounts out for tender. Four firms were chosen including our current Audit and Accountants. It was brought down to a final two. The firm chosen by the sub group (of the Board) was the second cheapest tender but offered the best value for money for the residents. This was reached with careful consideration and thorough evaluation. The Board propose the newly appointed Audit and Accountants as Streets Accountants.

Proposed by – Maurine Benjamin

Seconded by – Kaye Jocelyn

5. Moving Forward

AMB gave an overview of last year and the key issues for the future. See attached appendix

AMB advised that the new Articles of Association that has been adopted by the Board will be placed on the Trust website.

6. Questions from the floor

Q2 Janette Win – How can the rule on running a business and parking of commercial vehicles on Elsea Park be enforced?

A2 SAW advised that as owners you are equally responsible as the Trust to enforce that clause. There are however several bits to restrictions on business use and there are different planning terms. SAW advised she will look into it and get back to Mrs Win.

Q3 Steve Broughton – Can the 1st roundabout near Taylor Wimpey be marked more clearly as there have been several near misses and is quite dangerous.?

A3 DB advised that he will review that area and look at putting more signage up.

Q4 Steve Broughton – Advised that there is a collection of vehicles near The Ridings/David Wilson homes that charge up and down the street. Can the Trust do anything to help stop that?

A4 SAW advised that all incidents of that nature need to be reported to the Police. AMB said that the more it is reported to the Police the more likely they are to then come out to investigate.

Q5 Terry Whitehead – Can we have speed bumps?

A5 DB advised that once the roads have been adopted by the highways the issue can then be raised.

Q6 Mr Leech – When the Primary School is built is the Trust required to give financial support?

A6 AMB advised that the Primary School is completely separate to the Trust and the Trust will not be giving any financial support to the School. However that is not to say the Trust wouldn't offer The Centre as a facility for the School to use at discount rates etc.

Q7 Mr Leech – Can the Trust approach the Council to get reduced rates on Elsea Park residents Council Tax?

A7 AMB informed that it has been approach previously and failed. But the Trust would be willing to review it again.

Q8 Mr Leech – Can we freeze the Annual Charge?

A8 AMB advised that each year the Board of Directors review the Annual Charge and this does include looking at if it should be frozen. However as the Trust is due to take on a lot more assets, such as more play areas, land, ponds and playing fields the Trust has to look at reviewing the reserves require to maintain such areas.

Q9 Peggy Kent – Please can Springbank play park get done?

A9 AMB informed that the consultation has already started on that area to see what residents would like. The deadline for the consultation is November 2013. Work will then commence after on changing the area as per the results of the consultation.

Q10 Peggy Kent – Advised that parking is still a major issue, a lot of dog mess across the park and suggested that the Trust should start up a community group that helps out neighbours to keep their gardens tidy.

A10 AMB advised that the Trust will place another notice in the Newsletter regarding the dog mess and parking. AMB liked the idea of a neighbourhood support group and it is something the Trust could look into.

Q11 Unknown – Did the Trust have permission to take down the fishing signs and can they be put back up?

A11 AMB advised that the signs were taken down in conjunction with Kier and that there is no plan for them to be put back up. If any ASB issues occur again then the signs will be reviewed.

Q12 Steve Broughton – Advised that if the ponds do not have permission from environmental agency to be fished it is illegal.

A12 AMB confirmed the Trust will look into it.

Q13 Peggy Kent – Is there going to be a cycle way along Linear Park and into Bourne?

A13 DB advised that there is planning for the cycle way to run through Elsea Park along Linear Park and into Bourne but the markings cannot be done until highways take over the footpaths.

Q14 Mrs Cull – Can we place more dog mess bins across Elsea Park?

A14 AMB advised that the bins that will be installed will be for litter and dog mess.

Meeting closed at: 20:20