Elsea Park Community Trust Board Meeting Minutes
Wednesday 6th November 2013

Present:		
Angela Bailey	AMB	Resident Director (Chairman)
Jono Brough	JB	Resident Director
Jane Whitehead	JW	Resident Director
Paul Fellows	PF	Bourne Town Council Representative
In attendance:		
Sally Waltham Rebecca Jones	SAW RJ	Trust Manager 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), Dan Brown (DB), Barry Cook (BC), Matt Upex (MU) and Judy Smith (JS).

2. Minutes from previous meeting held on 02.10.2013

Minutes were accepted by the Board as a true copy.

3. Matters arising not on Agenda/Action Plan

SAW advised that the gym equipment has been re-bedded and Peter Ellis is fitting new rubber matting around each piece of equipment.

SAW enquired on how the Board wished to proceed with the prospective Board member (MB). AMB undertook to contact him to see if he is still interested in becoming a Board Director.

AMB asked for confirmation on the format of the welcome meetings. JW confirmed that it was targeted at new residents onto Elsea Park to come and meet the Board but it was also for all residents including non-members.

SAW updated the Board on the progress with the ecological assessment and confirmed that Peter Ellis had met with the ecologist on site. We are currently awaiting the LDA report which will include her assessment SAW informed we are still waiting for the quote for maintenance of the ditches.

4. Management Report

1.0 SAW asked the Board to consider a regular hire discount scheme. The Board agreed with the recommendation to offer the following:

- Every 12th hire free of charge for hires that are made on a continuous basis but do not have a gap between them of more than 4 weeks.
- A loyalty card will be introduced.

2.0 SAW updated the Board that the restorative justice has been carried out and we are currently waiting for the final payment of £100 to be received. If we do not receive the £100 then the matter is likely to go before the courts.

3.0 SAW asked for an approval to works that is needed to be carried out on Setts Green due to the fall in the ground between the car park and Setts Green which is in the resident's ownership. The Board agreed to the work.

4.0 The Board considered the issue of mopeds and cycles being ridden along the path to the front of The Centre leading from the pavement to the patio. Various options for preventing such access were considered with the erection of a single post to narrow the entrance being the recommended option. The recommendation was made by the Trust Manager on the basis that the Trust as owner/manager of the building owed a duty of care to users and that on risk assessment grounds there was a risk to users particularly when using the kitchen door.

The Board considered that more appropriate measures were to place signs stating no entrance for cycles and mopeds at appropriate points and to place a warning sign on the kitchen door.

14/13 ACTION SAW

5.0 SAW updated the Board on the progress that has been made with the Young Parents Group. This will be led by a resident of Elsea Park. Niki Szwed and LCC have provided support for the Group and will continue to do so in the early phases. There has also been a huge donation of toys for the group. It is due to start on the 6th December and will be on Friday afternoons from 13:30 – 15:00 for 0-5 years. The Board welcomed the start-up of the Group and accepted it should come under the umbrella of the Trust with hire being free-of-charge.

6.0 SAW informed the Board that hires are picking up again and there is an increase in hires compared to last year. The feature in The Marketplace was felt to be behind increased enquiries.

5. Community Start – up grant

AMB presented the grant agreement to the Board for approval. Board approved.

JW asked for a grant form to be implemented in conjunction with the agreement. SAW will create the form and run past JW and AMB.

15/13 ACTION SAW

6. Finance

RJ gave an overview of the finance report and confirmed that arrears chasing is progressing well and income has increased for both the Trust and the Centre.

RJ verbally updated the Board regarding the meeting that was held with MU and the new Auditors, Streets. It was a successful meeting and it was agreed that Streets are to come in around January 14 to review the accounts and to discuss what the requirements are for the pre audit file.

7. Non Domestic Rate Relief

SAW updated the Board that SKDC needs clarification from HMRC that we are entitled to rate relief. HMRC had introduced a new application process for assessment of an organisation should be treated as a charity for tax purposes. This process included two applications: one to HMRC and one to the Charity Commission. Given the significant sum for NDR that was levied on The Centre, the Trust agreed that specialist charity advice should be sought through Streets accountants.

16/13 ACTION SAW

8. AGM

AMB asked for the presentation sections to be removed from the minutes and placed as an appendix.

17/13 ACTION RJ

9. Action Plan /Future Agenda Item

See appendix

10. Any other Business

SAW advised the Board that the Planning Enforcement Officer from SKDC had inspected the play area to the front of The Centre. He is investigating whether the play equipment has full planning consent. SAW had responded to the Council and had passed the matter to Kier Homes for resolution.

SAW informed the Board of a request from MU. MU asked that when group emails are being sent out could everyone that is party to that email use the reply to all option. Some emails are not being replied to as a group. Board agreed.

It was reported that house sales had increased over the year meaning additional work for the Trust. A large part of the additional sales would lead to additional income for the Trust. There are currently 960 properties on Elsea Park.

AMB requested that the number of properties on Elsea Park is placed on the finance report so that all Directors are aware.

18/13 ACTION RJ

11. Confidential Item – Caretaking/Cleaning

SAW advised that the job pack is done and the advert is going out w/b 11th November 13. The closing date for the job is 25th November 2013.

The Board expressed their thanks to the Office Team for the work that is being put in.

12. Confidential Minute

See separate minute.

13. Date of the next meeting

3rd December 2013

Meeting Closed at: 20:35