Report to: **Elsea Park Community Trust Board**

Date: **Wednesday 6 November 2013**

Subject: **Actions Report**

From: **Sally Waltham – Community Trust Manager**

	Date of Meeting	Action	Responsibility	Target Date	Progress	Completed
1/12	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 6th Sept and then look at consolidating the bank accounts.	
2/12	04/07/12	[redacted] 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 [redacted] to come in and do a talk about what he is willing to do and how.	BC			To be taken off action plan – Board decision following review
3/12	05/09/12	The action plan point 'on Director responsibilities' will be held back until the Articles of Association have been reviewed and	AMB & SAW		Placed on hold until new AOA in place	

		amended and will incorporate the Director Responsibilities at that point.				
4/12	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			Not to be progressed following Board review
5/12	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	December 2013		
6/12	07/11/12	Smartwater to be investigated further	LD	February 2014	Made contact with company and inventory being completed	
7/12	05/12/12	Springbank play area consultation	Working Group	January 2014	Two consultation letters sent out with deadline of mid-November 2013	
1/13	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	December 2013	Letter sent	
2/13	06/03/13	AMB asked for a policy to be put in place for money collection in the office and	RJ Implemented	December 2013	RJ has written up the policy and to be sent to the Board for approval.	

		usage of the safe. RJ will put together a policy and implement immediately.	immediately but to be written up			
3/13	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 - Board decision -
4/13	01/05/13	AMB asked that staff have safety training such as ladder training and food hygiene where appropriate.	SAW	January 2014	Food hygiene and ladder training in hand and due to be booked in.	
5/13	4/9/13	AMB, SAW, JS and a representative from Kier are to meet with SKDC to discuss the current situation with the Articles of Association regarding the release of the financial guarantee	SAW	December 2013	Request sent to SKDC, awaiting response. Research revealed that the indicative business plan attached to the S.106 Agreement envisaged the guarantees being withdrawn as the Trust becomes viable	
6/13	4/9/13	Business Plan – a separate meeting to be arranged to discuss the business plan	SAW	February 2014		
7/13	4/9/13	Taylor Wimpey to be advised that there is not to be a shuttle bus service	SAW	November 2013	Contact details obtained	
8/13	4/9/13	Greenacres sign not in place – Kier to be contacted	SAW	September 2013	Kier contacted several times but sign still not in place. Will continue to pursue	
9/13	2/10/13	A representative of the				

		school be invited to join the Board with that representative providing regular updates on the progress of the school.	SAW	November 2013		
10/13	2/10/13	Welcome meetings to be arranged	AMB/SAW	November 2013	Highlighted at AGM and to be featured in the November newsletter	
11/13	2/10/13	Cycle Event – to be organised at intervals	JB/SAW	January 2014 planning deadline		
12/13	2/10/13	Youth Club Policies & Procedures – fire drills to be held as stated	NS/AMB	December 2013 and on-going		
13/13	2/10/13	Area to front of The Centre to be redesigned and planted	SAW/PE	January 2013		