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

Date: **Wednesday 5 February 2014**

Subject: **Actions Report**

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

	Date of Meeting	Action	Responsibility	Target Date	Progress	Completed
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 amended and will incorporate the Director Responsibilities at that point.	AMB & SAW		Placed on hold until new AOA in place	
6/12	07/11/12	Smartwater to be investigated further	LD	February 2014	Made contact with company and inventory being completed Date revised in light of competing priorities	
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	March 2014 (revised date)	Letter sent –no response. Board decided pursue this claim through County Court Date revised in light of competing priorities	
2/13	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	RJ Implemented immediately but to be written up	March 2014	RJ has written up the policy and to be sent to the Board for approval. Date revised in light of competing priorities	

		implement immediately.				
4/13	01/05/13	AMB asked that staff have safety training such as ladder training and food hygiene where appropriate.	SAW	March/April 2014	Food hygiene and ladder training in hand and due to be booked in. Postponed until caretaking staff appointed	
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	Update – see report to February 2014 Board	
6/13	4/9/13	Business Plan – a separate meeting to be arranged to discuss the business plan	SAW	April 2014	Date to be revised in light of competing priorities	
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 Date to be revised in light of competing priorities	
11/13	2/10/13	Cycle Event – to be organised at intervals	JB/SAW	January 2014 planning deadline – revised to February 2014	LCC to come to February Board meeting	
12/13	2/10/13	Youth Club Policies & Procedures – fire drills to be held as stated	NS/AMB	December 2013 and on-going	Position to be checked with Youth Worker	
13/13	2/10/13	Area to front of The Centre to be redesigned and planted	SAW/PE	January 2014	Plans reviewed – to be sent to Board	
16/13	6/11/13	Specialist charity advice sought through Streets accountants	SAW/AMB	March 2013	Contact made with Streets – initial advice is to follow HMRC	

					advice about application to Charity Commission Board decision twin track HMRC advice on Charity Commission application and specialist advice – following up contact through John Kirkman	
17/13	6/11/13	Presentation sections to be removed from the AGM minutes	RJ	December 2013	Date to be revised in light of competing priorities	
19/13	4/12/13	Welcome Meeting for New Residents – personal invitation to be sent to new residents	RH	On-going to March 2014		
23/13	4/12/13	Discussion between AMB and MU on the treatment of depreciation in the accounts	AMB/MU	January 2014		
24/13	4/12/13	Consideration to be given to charging for the issue of consent on house sales. A report to be brought to a future meeting so that the matter of charging a fee could be considered as part of budget setting.	SAW/RJ	February 2014	See February Board report	
25/13	4/12/13	Financial Procedures Manual AMB, MU and RJ were to meet and finalise the document.	AMB/MU/RJ	February 2014		
28/13	4/12/13	Litter Picking – quotations are to be obtained for litter		February 2013		

		picking across Elsea Park.				
1/14	15/1/13	Management Plan – consultation – to determine process	AMB/SAW	February 2014	Board report – February meeting	
2/14	15/1/14	Springbank Drive • Write to residents on outcome of consultation • Arrange removal of fencing • Include in Management Plan consultation	AMB/SAW	February 2014	Board report February meeting	
3/14	15/1/14	Printing arrangements to be reviewed	BC/RJ	January 2014		
4/14	15/1/14	Implement annual charge increase	SAW/RJ	February 2014		
5/14	15/1/14	IP Address to be supplied to BC	RJ/BC	February 2014		
6/14	15/1/14	DB to be provided with a position statement on SKDC & variation of the S106 Agreement	SAW	January 2014	Also see Board report February 2014	Complete
7/14	15/1/14	Site inspection for bins, signs etc. to be carried out	SAW/JB	February 2014		
*/14	15/1/14	Personal representations on behalf of the Trust on the McDonalds planning application not to be made	AMB	January 2014		