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

Date: **Wednesday 3 July 2014**

Subject: **Management Report**

From: **Barry Cook – Community Trust Manager**

1. Software & Business Continuity

Microsoft Office 365

I have now researched the various options available, and have concluded that the most cost-effective solution that will best meet our requirements is the Small Business Offering. Costs are per month:

Office 365 Small Business Premium (Office Staff):	3	@	£8.40=£25.20
Office 365 Small Business: (Resident Directors)	4	@	£3.30=£13.20
			£38.40

We will sign up for a free one-month trial, but will not install new software on the Office PCs. This will allow us to "roll back" if the online storage does not work as hoped, though any data we have stored in the cloud MUST be downloaded and stored locally, or it will be lost. We will use the cloud storage in parallel with local storage during the trial.

2. Transfer of land East of Setts Green Conservation Area

We had hoped that a number of residents from Coltsfoot Drive might have taken part in the Open Spaces Consultation we ran at Picnic In The Park, but there were very few people interested in the consultation overall. I still need to write to several houses in Coltsfoot Drive to seek their views before we consider removal of the existing fence.

3. Drainage

Kier have now acknowledged the receipt of the questions posed by the Project Group, and have advised that they will respond with the answers in due course.

To allow the checking and clearing of the main drainage grid where the Habitat Ponds on The Meadows discharge on to Roundabout One, I approved the installation of a lockable 2m high gate so that Peter can quickly and safely access the area. The gate was installed two weeks ago, and Peter is ordering a long-handled rake that will be chained in situ to allow speedy clearance of any obstructions.

Peter has also cleared debris from a number of underground chambers across the development (he has not done so before). These chambers are subject to the Confined Space Regulations, so we are not permitted to enter them for reasons of Health & Safety; rather Peter uses a long rake to "fish" any foreign objects from the chambers. His future inspections / maintenance of the drainage system will now include regular checks / clearances of these chambers.

4. Planning Application for Bins, Benches, and Signs

Gordon Smith (our Planning Consultant) has received notice back from SKDC that our Planning Application has "invalid" status as we have not provided sufficient information for the planners to consider.

It appears the Planning Officer has changed, and the new incumbent requires greater detailed maps, and exact dimensions / finishes and specifications of the items we wish to install. We now need to source the street furniture we propose to install so that the application can move on. I have a brochure from a potential supplier, and will bring it to the meeting in the hope that a general consensus can be reached. Liam and Jono undertook the original work, but I would rather we select the equipment now than await Liam's return from his holiday, and progress the application this week if possible.

5. Health & Safety Training

All Trust staff (less Rebecca, who I asked to focus on the audit / court cases) and several events volunteers undertook, and passed the examination for the Level 2 Health & Safety Training that took place on 5th June 2014.

A one day First Aid course has already been booked for 4th September whilst free funding for the volunteers is still available, and to ensure that all Trust Staff undertake basic First Aid Training.

6. Defibrillator Update

The Defibrillator and external housing have now been received by LIVES. We expect delivery to The Trust within the next week or so, and I recently met with the electrician working for GEDA on the school to agree the installation method and installed location.

I plan to get the equipment in use as soon as possible, with the training (which is not mandatory) taking place early in August.

7. Proposal For Expansion of Youth Services

Niki has prepared a proposal for consideration by The Board. Either Niki or myself will present the proposal at the meeting, depending on timings. I recommend that we discuss the merits of expansion of the services Niki can offer, and make an informed decision at the August meeting.

8. Fibre To The Premises (FTTP) Across Elsea Park

A Communications Consultant has approached Angela regarding a proof of concept to install an independent fibre infrastructure across the development.

I have arranged to meet the consultant on 28th July at The Centre, and will provide further information at the next Board meeting.

9. Issues Log

There has been no progress on the works that I have previously detailed to Kier so I hastened them this week. We continue to receive complaints from residents, particularly concerning the poor condition of The Gables and the number of deep potholes in that road.

Littering and General Behaviour near The Centre

We are finding we need to pick litter up on the patio every morning. An appeal (via notices on the patio furniture) asking users not to litter the area had some success, but it was short lived. I spoke to some of the youths who gather on the patio on the evening of Tuesday 1 July and implored them to help us keep the area clean and safe.

In the early hours of Thursday 26th of June, a group of young men ripped out some of the flowers from the Patio Planters and up-ended one of the planters. The incident was clearly captured on CCTV and the footage will be passed to the police to allow them to pursue the matter.

The following evening, a tree adjacent to the basketball hoop was intentionally destroyed by a youth. The incident was witnessed and reported to the office by a resident, who gave the name of the perpetrator, but despite a plea from Rebecca would not to give his own name. Peter has now removed what was left of the tree, along with the tree steaks. Peter has felt for some time that the tree was too close to the basketball hoop, and will plant a new tree in a more suitable position.

10. Directors Welcome Meeting

Our concentration on Picnic In The Park and other priorities have prevented us determining the new arrivals and inviting them to the Welcome Meeting planned for later this month. I can only apologise for this, and recommend that we move the Welcome Meeting to August. If The Board agree, this will also enable me to attend the meeting (if you will have me).

11. Centre Hire – New Long Term High Value Booking.

Whilst the report from RJ on income from The Centre shows a slight dip in recent months, I am delighted to inform The Board that we have secured a new long term booking from the NHS (which will commence in August). Rebecca and Liam continue to work very hard to promote The Centre, and this hire alone is worth £4500 pa.

12. Leave.

I am on holiday from Friday lunchtime, returning to work on Wednesday 23 July. Liam is back from holiday on Monday 14th July, so Rebecca is on her own next week. I would be grateful if you can support her (if required) during my absence. Raj, who has previously worked in The Centre in a voluntary capacity, has agreed to come in Monday to Wednesday next week to assist us (once again in a voluntary capacity).