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

Date: **Thursday 3rd December 2015**

Subject: **Management Report**

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

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1. Articles of Association

These were approved at the AGM but will not come into effect until they are lodged at Companies House once the bond is in place. Further delays by SKDC's legal team are delaying the bond being placed with Transpact. I await an update from Buckles.

2. Banking

The account at Lloyds has now been closed.

3. Introduction of The Trust Pension Scheme

I have officially brought forward the company staging date to 1 Feb 2016, and all staff have received an initial letter advising when the pension scheme will be available.

4. Extension of The Grounds Maintenance Contract

The last of the three bids were received on 25 Nov 2015; I will be reviewing them next week and carrying out an initial evaluation next week.

5. Sports Pitches and Facilities

MH has agreed to chair the steering group and arrange the next meeting. I have advised Lee Clarke of the situation, and he advised he would liaise with MH on the matter

6. Roads

I have no further update.

7. Superfast Broadband

BT have commenced work on the installation of the new cabinets to link with Cabinet 28 and Cabinet 26.

8. Caretaking

We will be trialling self-opening once the new electronic lock is in operation. The plan is to give hirers their new access cards during the week commencing Monday 7 December.

9. New Hedges

Peter has been planting the new hedges over the past week, and the work is progressing well.

10. Security & Access

We expect the new electronic lock and associated entry system to be installed on Wed 2nd December.

I have placed the order for moving the double doors from the lounge to the other side of the passageway to the toilets.

11. Bus Shelter Repairs

I have placed the order for the repair of the brick pillars on the bus shelter and the replacement of the coping stones with a different style that should be much more difficult to dislodge. The work will also encompass removing the glass divider and central pillar to allow installation of the new notice board. I await a start date from the builder.