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

**Date:** **Thursday 14th January 2016**

**Subject:** **Management Report**

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

---

## 1. Articles of Association

The final hurdle regarding the adoption of the articles is SKDCs indecision as to whether their Legal Department or their Finance Department should be the second party to the Transpact bond (this will determine the individual authorised to "release" the £3500 from the bond back to our account as each month passes).

I received an email on 22nd December 2015 stating that SKDC will let us know the decision "early in the new year". If we are able to get the bond in place this month, the sum we will need to lodge has now fallen to £28000, as the responsibility of Kier to underwrite The Trust expires in eight months. I emailed SKDC on 11 Jan 2016 to give them a nudge.

## 2. Introduction of The Trust Pension Scheme

The Trust Pension scheme is on schedule for introduction in February.

## 3. Extension of The Grounds Maintenance Contract

I had hoped to have carried out the initial assessment of the bids in December, but will now do so during January.

## 4. Sports Pitches and Facilities

The first meeting of the Focus / Steering Group is planned for 21 January 2016.

## 6. Roads

I have now received confirmation that Phase 1 of Elsea Park has was adopted as "Highway Maintainable at The Public Expense" on 1st December 2015 and have received a soft copy of the Adoption Certificate.

## 7. Superfast Broadband

Cabinets 26 and 28 went live on Monday 4th January 2016. DA is still trying to get assistance from the office of Nick Boles to persuade BT Commercial to upgrade Cabinet 18 earlier than planned (currently scheduled for between October 2016 and March 2017).

## 8. Caretaking

Delays in the installation of the new security measures and failure of the lounge door's multi-point locking system on New Year's Eve has resulted in the late issue of the Keycards to regular hirers. Keys are being issued to regular hirers during the period 11th – 16th January.

As we have as yet been unable ascertain the hours required for the Caretaker/Cleaner post under the new arrangements, JB has agreed that we could extend the fixed term contract that YS is employed under for a further two months.  YS has agreed, and the contract will now terminate on Sunday 13 March.

**9.  Security & Access**

Work was completed on the double door relocation on 21st December and we have received positive feedback from users.

**10. Bus Shelter Repairs**

Repairs to the brick pillars and removal of the glass partition were completed mid-December.