Elsea Park Community Trust Board Meeting Minutes
Thursday 14th January 2016

Present:		
Jono Brough	JB	Chairman - Owner Director
Duncan Ashwell	DA	Vice Chairman - Owner Director
Matt Upex	MU	Finance Director - Owner Director
Jane Whitehead	JW	Owner Director
Paul Fellows	PF	Bourne Town Council Representative
John Kirkman	JK	School Representative
James Cooke	JC	Owner Director
Martin Hughes	MH	Owner Director
In Attendance:		
Barry Cook	BC	Trust Manager

The meeting opened at 19:00

1 Welcome and Apologies for Absence

JB welcomed everyone to the meeting. Apologies had been received from Jane Kingman (CJK).

2 Minutes from the Previous Meeting Held on 3rd December 2015

The minutes of the previous meeting were accepted as a true record of that meeting.

3 Matters arising from the Minutes

None

4 Management Report

4.1 Articles of Association. SKDC's legal and financial departments are still debating who will handle the financial transactions with the TRANSPACT escrow account. BC has hastened SKDC on a number of occasions, the last being on11th January 2016.

4.2 Introduction of Pension Scheme. The Trust's staging date is now 1 Feb 2016, and advisory letters have been sent to all Trust staff.

4.3 Grounds Maintenance Contract. BC is to carry out an initial evaluation before circulation to The Board.

Action BC

4.4 Sports Pitches and Facilities. JC will be chairing the new focus group; its first meeting is scheduled for 21st January 2016.

Action JC

4.5 Roads. The roads within Phase 1 of Elsea Park were adopted on 1st December 2015.

4.6 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.

4.7 Caretaking. A delay in installing the new lock and the failure of the lounge door's multi-point locking system delayed the issue of key cards. As a result, YS's fixed term contract has been extended to Sunday 13th March.

4.8 Security & Access. Work was completed on the double door relocation on 21st December 2015 and positive feedback has been received from Centre users.

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

4.10 Annual Charge 2016 / 2016. BC informed the meeting that when looking at the indexation figure for next year's Annual Charge, it had been noted that the Office for National Statistics states that the Retail Price Index (RPI) no longer meets the requirements of a national statistic (although it is still published "for historical reasons").

BC reminded Directors that the Deed of Covenant states that "in the event that the RPI ceases to be published or if the said index or the basis on which it is calculated or published is altered to a material extent then there shall be substituted a reference for another index decided on by The Trust acting reasonably".

Being of the opinion that the trigger condition for a change of index had been met, BC suggested that the Board might consider it appropriate and reasonable to switch from the RPI to the Consumer Price Index (CPI). Historically, rises in the CPI have always been lower than in the RPI, so this would mean that members would face a lower increase in the Annual Charge each April.

The Board agreed unanimously, subject to BC confirming with Buckles that The Trust could not be seen to be acting unreasonably by implementing this change.

Action BC

4.11 Youth Club. BC informed the meeting that he had received an approach from NS, The Trust's Youth Worker advising that she wanted to try and improve the reach of the Youth Club to increase the membership and to try and get parents and carers involved as volunteers.

To facilitate this, NS sought the support of The Board to use some of the monies that the Youth Club has raised through subscriptions and various other activities to fund another qualified Youth Worker for 4.5 hours per week to work alongside her for a period of six months.

In this way, the costs of employing a second person for such activities would not be borne by Trust Members. NS advised she had already identified a suitable person who has previously worked with the Elsea Park Youth Club.

After a lengthy discussion, The Board agreed to the request, and BC is to prepare a six month fixed-term contract, commencing on Wednesday 3rd February 2016.

Action BC

4.12 Confidential Matter. BC highlighted two complaints received from members regarding non-adherence to restrictions within the Deed of Covenant. The board instructed BC to seek legal advice.

Action BC

Note: PF had advised on arrival that due to another appointment, he would need to absent himself from the meeting approximately half way through. PF duly left the meeting at 20:08.

5 Finance Reports.

In the absence of RJ, BC presented the Finance Reports.

6 Directors Items

6.1 Staff Appraisals (JB)

JB explained the staff appraisal system that would be introduced and circulated the forms that he and JW had produced. BC said he would circulate the appraisal forms to staff.

Action BC

6.2 Board Meetings

JB advised that unless there are exceptional circumstances, Board Meetings will now be held on the first Thursday of the month, commencing in March 2016.

7 Any Other Business

There was no other business.

8 Date Of The Next Meeting

Thursday 11th February 2016.

The meeting closed at 21:05