Elsea Park Community Trust Board Meeting Minutes
Thursday 11th February 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	Elsea Park School Representative
James Cooke	JC	Owner Director
Martin Hughes	MH	Owner Director
In Attendance:		
Barry Cook	BC	Trust Manager
Rebecca Jones	RJ	Finance and Administration Officer
Lynda Souch	LPS	Administration Assistant

The meeting opened at 19:00

1. Welcome and Apologies for Absence

1.1 JB welcomed everyone to the meeting. Apologies had been received from DB.

1.2 JB invited BC to address the meeting regarding Directors' interests that have a bearing on all Board meetings held by The Trust.

1.2.1 BC explained that a standing Declaration of Interests would recognise that Owner Directors have an interest in all business conducted, although that interest would normally be no different to that of any other Owner Member. For example, when setting the Annual Charge, Owner Directors have a financial interest because they are liable for that charge. A Director appointed by another body (ie a District or Town Councillor) would not have such an interest unless they also lived on Elsea Park.

1.2.2 All Directors were requested to note that interests should be declared at this (and all future board meetings) in line with paragraph 1.2.3 below.

1.2.3 In accordance with the Company's articles of association and s.177 Companies Act 2006, each director present who was in any way, directly or indirectly, interested in the business of the meeting, declared the nature and extent of his interest to the other Directors, save to the extent that such interest was the subject of a notice in writing or general notice or the other directors were already aware of it (or ought reasonably to have been aware of it).

1.2.3 It was noted that none of the Interests disqualified any of the directors present from forming part of the quorum of, or voting at, the meeting.

2. Minutes from the Previous Meeting Held on 14th January 2016

2.1 The minutes of the previous meeting were accepted as a true record of that meeting, subject to the correction of an error regarding the date of the next meeting.

3. Matters arising from the Minutes

3.1. BC advised that the second Youth Worker (funded from Youth Club funds) started Work on February 3rd 2016 on a six month fixed-term contract.

3.2 BC gave an update on legal advice received from Buckles applicable to caravans being parked on the development and to planning applications from Owner Members where either instance contravened the restrictions that purchasers agreed to comply with when buying a property within Elsea Park.

4. Management Report

BC presented his management report to the Board.

4.1 Articles of Association

4.1.1 BC advised of the continued and frustrating lack of communication from SKDC regarding implementation of the escrow account, and added that The Trust has spent so much time and effort on this matter with little, if any, progress. BC suggested he might approach Kier to ask if The Trust could lodge a bond with them rather than with SKDC, thus circumventing SKDCs insistence that Kier cannot be released from their financial obligation to underwrite The Trust until September 2016 without a variation of the Section 106 Agreement.

4.2 Introduction of the Trust Pension Scheme

4.2.1 The scheme has been implemented and the first months' pay run is set to deduct the appropriate pension contributions. BC added that a second SAGE user licence has now been purchased so that two persons can be logged on to view and process at the same time.

4.3 Extension of the Grounds Maintenance Contract

4.3.1 BC advised the board of the three quotes received from the companies who were invited to tender for the contract. BC will now contact the bidders to invite their best and final offer then circulate the information to The Board to enable a decision to be made.

4.4 Sports Pitches and Facilities

4.4.1 JC gave the Board an overview of the first meeting of the Focus Group and advised that the group planned to visit similar facilities at Netherton, provisionally planned for 4th March 2016. BC stated he had researched the facilities at Corby Glen, and would be contacting the company that managed that project.

4.5 Caretaking

4.5.1 BC informed The Board that with increased Centre bookings, he feels it necessary to put the caretaking hours back up to a total of 28 hours a week. The Board agreed to this, providing that BC continues to monitor the situation, and reduce the hours again if bookings should fall.

4.6 Larkfleet Homes at Elsea Park

4.6.1 BC advised that he and RJ had met with representatives from Larkfleet Homes, and that the meeting was fully documented in the Management Report.

5 Finance Reports

RJ presented her Finance Reports and gave an update on the progress with the 2017 invoice run.

6 Directors Items

None

7 Any Other Business

7.1 MH gave an update on the plans for the new Co-op Store on the Taylor Wimpey development at Oak Spring Gardens.

7.2 BC suggested The Trust might wish to purchase the parking spaces in The Centre car park that were currently rented from Kier (for a peppercorn rent of £1.00). These spaces were laid out for the proposed adjacent retail development when The Centre was built.

7.3 BC agreed that the office will get in touch with the Taylor Wimpey sales office to see what information they hold about Elsea Park and advise them of the proposed location for the new sports pitches. It is planned to produce a new brochure to provide information about The Trust that will be available to any sales office on the development.

7.4 BC advised that the first notice board purchased by The Trust will be sited at the new retail development at Oak Springs. The developer will install the notice board at no cost. Eight new bins will be ordered at the same time, primarily to replace damaged or rusty bins elsewhere on Elsea Park.

7.5 BC asked if the process for authorising BACS payments could be reviewed to reduce the amount of scanning and emailing of invoices to Directors to seek permission to make certain BACS payments. All present agreed that this should not be required for known and recurring Operational Expense invoices such as payments to the Grounds Contractor, monthly window cleaning charges etc. BC also asked if approval was really necessary for refunds of Annual Charge balances when a member moves from Elsea Park.

7.5.1 The Board requested that RJ confirms with Streets (our auditors) that the proposal does not give rise to any concerns on their part, and if this is the case, a decision will be made at the next meeting.

8 Date of The Next Meeting

Thursday 3rd March 2016.

The meeting closed at 20:20