

## AGENDA Elsea Park Community Trust Board Meeting Thursday 3<sup>rd</sup> March 2016 – 7:00pm to 9:00pm Venue: Meeting Room, The Centre @ Elsea Park

Time	Age Item		
7:00	1	Welcome and Apologies	JB
7:02	2	Minutes from previous meeting held on 11 <sup>th</sup> February 2016	JB
7:10	3	Matters arising from the Minutes	All
7:15	4	Management report	BC
8:15	5	Financial Reports	RJ
8:45	6	Directors items	All
8:48	7	Any Other Business	All
8:55	8	Date of the next meeting 7 <sup>th</sup> April 2016 (proposed)	All
9:00	9	Close	

#### Elsea Park Community Trust Board Meeting Minutes Thursday 3<sup>rd</sup> March 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
James Cooke	JC	Owner Director
In Attendance:		
Barry Cook	BC	Trust Manager
Rebecca Jones	RJ	Finance and Admin Officer
Emma Ralph	ER	Admin Assistant

## The meeting opened at 19:00

# 1. Welcome and Apologies for Absence

Interests in Proposed Transactions and / or Arrangements with The Company.

1.1 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 (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 JB welcomed everyone to the meeting. Apologies had been received from Jane Kingman (CJK), John Kirkman (JK) Martin Hughes (MH) and Dan Browne (DB).

# 2. Minutes from the Previous Meeting Held on 11<sup>th</sup> February 2016

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

## 3. Matters arising from the Minutes

3.1 BC informed the meeting that Roythornes had emailed The Trust and queried its authority to change the index from the RPI to the CPI in calculating the 2016 / 2017 Annual Charge. They are of the opinion that for as long as the RPI is still published, The Trust should not have changed indices without seeking the approval of South Kesteven District Council and Lincolnshire County Council.

BC had advised Roythornes that he firmly believed the trigger conditions for the change had been satisfied, but that he would contact SKDC to seek their view on the matter.

3.2 BC had now drafted the advertisement and job description for the caretaker positions to place on The Trust's website and on social media.

3.4 The Trust had received confirmation from Streets that there were no issues (from an audit perspective) for Trust staff to process BACS payments without the prior approval of

Directors. However, they recommended that RJ should continue to set up each payment for approval by BC before the payment is processed. Furthermore, all invoices should continue to be checked and signed off by a Director (albeit retrospectively) when Directors attend the office to sign Title Deeds, Deeds of Covenants and Certificates of Membership etc. The Board agreed with this proposal, and instructed that it be introduced with immediate effect.

# 4. Management Report

BC presented his management report.

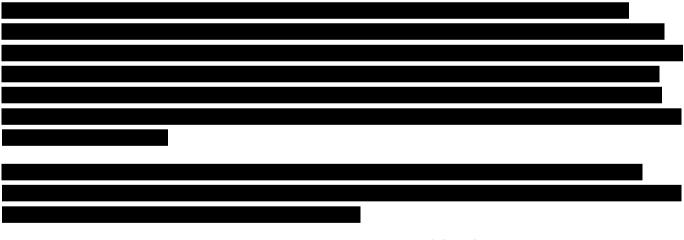
4.1 Articles of Association

BC informed the meeting that DB has advised it is unlikely that SKDC will release Kier from its financial obligation to underwrite The Trust until September 2016 if The Trust were to place the bond with Kier rather than with SKDC. He suspects that unless SKDC enter into the escrow agreement with The Trust, the current arrangement must unfortunately stand.

4.2 Grounds Maintenance Contract

MU reminded the meeting that he had a conflict of interest due to a professional relationship with one of the companies that was bidding, and that he would therefore take no part in the discussion of, or vote on the award of the new contract.

BC then presented the three quotes that had been submitted and The Board noted the significant difference in the price offered by the current incumbent and the two other bidders. It was also noted that the price differential between the two lowest bidders was negligible.



The Board voted unanimously to award the new contract to CGM Group

# 4.3 Sports Pitches and Facilities

JC gave an update on his initial meeting with a representative from Netherton and advised that some members of the focus group would be meeting at Netherton the following morning to view the facilities and discuss the project.

BC gave an update his meeting with DB and some costings he had obtained for some of the facilities at Corby Glen. He added that DB suggested that The Trust needed to review and

decide what they felt was required in terms of the sports pitches and then work with Kier to get SKDC's consent for any changes with respect to the Section 106 stipulations prior to applying for the appropriate planning permissions.

# 4.4 Caretaking

The posts are being advertised on The Trust website and Social Media.

## 4.5 Dog Incident on Linear Park

A dog had bitten another dog and its owner on Linear Park. The victim was encouraged to report the incident to the Bourne Neighbourhood Policing Team.

BC added that The Trust continue to receive a large number of complaints in regards to dog excrement on Linear Park, footways, and occasionally in play areas.

## 4.6 Assistance to Locality

The Trust have agreed to a request from Locality to host a peer-to-peer learning visit from Ashford Borough Council who are setting up an organisation similar to The Trust. The visit will take place on 8 March 2016, and DB and DA have agreed to attend the session.

# 5 Finance Reports

RJ presented her Finance Reports and gave an update on the 2017 invoice run and the projected timeline for the process that would be followed to collect the debts from any non payers.

## 6 Directors Items

There were no Directors Items.

# 7 Any Other Business

There was no other business.

## 8 Date of The Next Meeting

Thursday 7<sup>th</sup> April 2016.

## The meeting closed at 20:00

Report to:Elsea Park Community Trust BoardDate:Thursday 3rd March 2016Subject:Management ReportFrom:Barry Cook – Community Trust Manager

#### 1. Articles of Association

There has been no further communication from SKDC. I spoke with DB to ask the viability of The Trust placing the bond with Kier rather than with SKDC and lodging the new articles without further interaction with SKDC. DB said he thought this might be possible, and I would like Directors to consider if we should do this ahead of the meeting.

#### 2. Grounds Maintenance Contract

I will present the revised bids for discussion at the meeting. If a decision is reached at the meeting, I plan to contact the companies who were invited to tender for the contract on Friday to advise them of the outcome.

#### 3. Sports Pitches and Facilities

JC has arranged for the Focus Group to visit similar facilities at Netherton on Friday 4<sup>th</sup> March. I have arranged to meet with a representative of the company who managed the delivery of the 3G sports pitch at Corby Glen on Friday 11<sup>th</sup> March to discuss our requirements.

## 4. Caretaking

The posts are still to be advertised.

## 5. Dog Incident on Linear Park

On the morning of Friday 26<sup>th</sup> February, a dog that was being walked on Linear Park ran up to another dog and bit the dog, prior to biting the owner. The incident was witnessed by PE, who telephoned the office to advise us of what had happened.

I have spoken to the victim and requested that they report the incident to the police, as the dog was clearly not under the control of its owner. The owner agreed to update me once they have spoken with the police.

#### 6. Assistance to Locality

Directors may be aware that The Trust is a member of Locality, which supports and assists organisations like ours that exist for the benefit of the community.

I agreed to a request from Locality to host a peer-to-peer learning visit from one of its Associate Members who is looking to set up an organisation similar to The Trust, and they will be visiting Elsea Park on 8 March 2016. They had requested a representative from the Lead Developer and a board member to attend if possible, and DB and DA have agreed to join the meeting. Report to: Elsea Park Community Trust Board Meeting

Date: Thursday 3<sup>rd</sup> March 2016

Subject: Finance Report

From: Rebecca Jones – Finance and Administration Officer

#### 1.0 Creditors

Creditors @ 8<sup>th</sup> February 2016: £ 7,598

#### 2.0 Summary Operational Report 2015/2016 - Variances and Other Assumptions

Full Year Budget 2015/2016 £	306,011
Year to Date Budget 1 <sup>st</sup> April 2015 – 31 <sup>st</sup> January 2016 £	239,990
Actual Expenditure 1 <sup>st</sup> April 2015 – 31 <sup>st</sup> January 2016 £	230,007
Variance (+/-) £	9,982

The variance up to 31<sup>st</sup> January 2016 is broken down into the following:

16,191.26
- 6,208.31
-

(See spread sheet for breakdown)

#### 3.0 Income Invoiced - Annual Community Trust Charge

Full year predicted income to be invoiced £	288,959
Actual Income invoiced 1 <sup>st</sup> April 2015–31 <sup>st</sup> January 2016	273,011
£	
Variance (+/-) £ *	15,947

## 4.0 Debt Collection updates for the 1<sup>st</sup> April 2016 Annual Charge

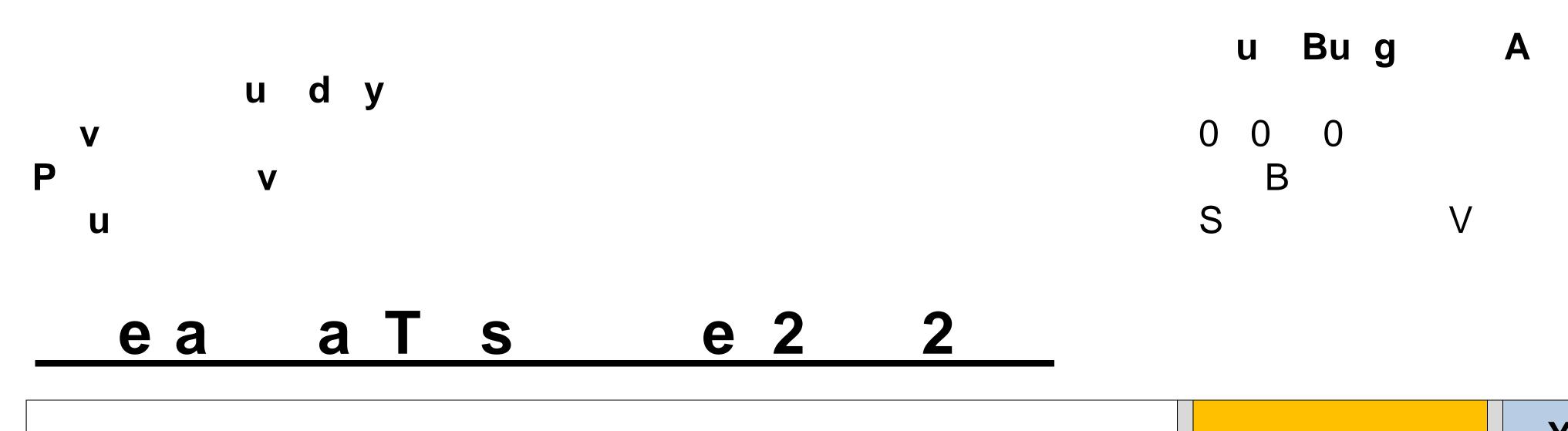
We have received in the region of £25,000 in full Annual Charge payments from 11<sup>th</sup> January 2016 up to 26<sup>th</sup> February 2016. I expect to see another £75,000 worth of payments made up to and including the 15<sup>th</sup> April 2016. We currently have 495 properties paying by Direct Debit with a further 100 anticipated to be set up by 24<sup>th</sup> March 2016. This leaves 605 properties to be making their annual charge payment in full; this is a prediction that 355 properties will be paying in full leaving 250 properties liable for the 1<sup>st</sup> chase letter. This leaves 20.8% that will have not paid by 15<sup>th</sup> April.

From the 18<sup>th</sup> April the first chase will commence giving 14 days to make payment in full. After the 14 days those that have not paid in full will receive a further letter advising that further action will now be taken unless they get in touch with us within 7 days. This will act as the pre action protocol letter. Following the same successful format of last year I will then proceed to write to the mortgage companies. I anticipate that by  $20^{th}$  June 2016 we will have debtors resolved with a projected <1% of debtors at year end  $31^{st}$  March 2017.

# 5.0 The Centre Performance

Full year predicted income £	17,150
Actual Income invoiced 1 <sup>st</sup> April 2015 – 31 <sup>st</sup> January 2016 £	24,621
Variance (+/-) £	-7,471

We are currently on target to hit £28,900 year end (31<sup>st</sup> March 16) income invoiced.



Μ

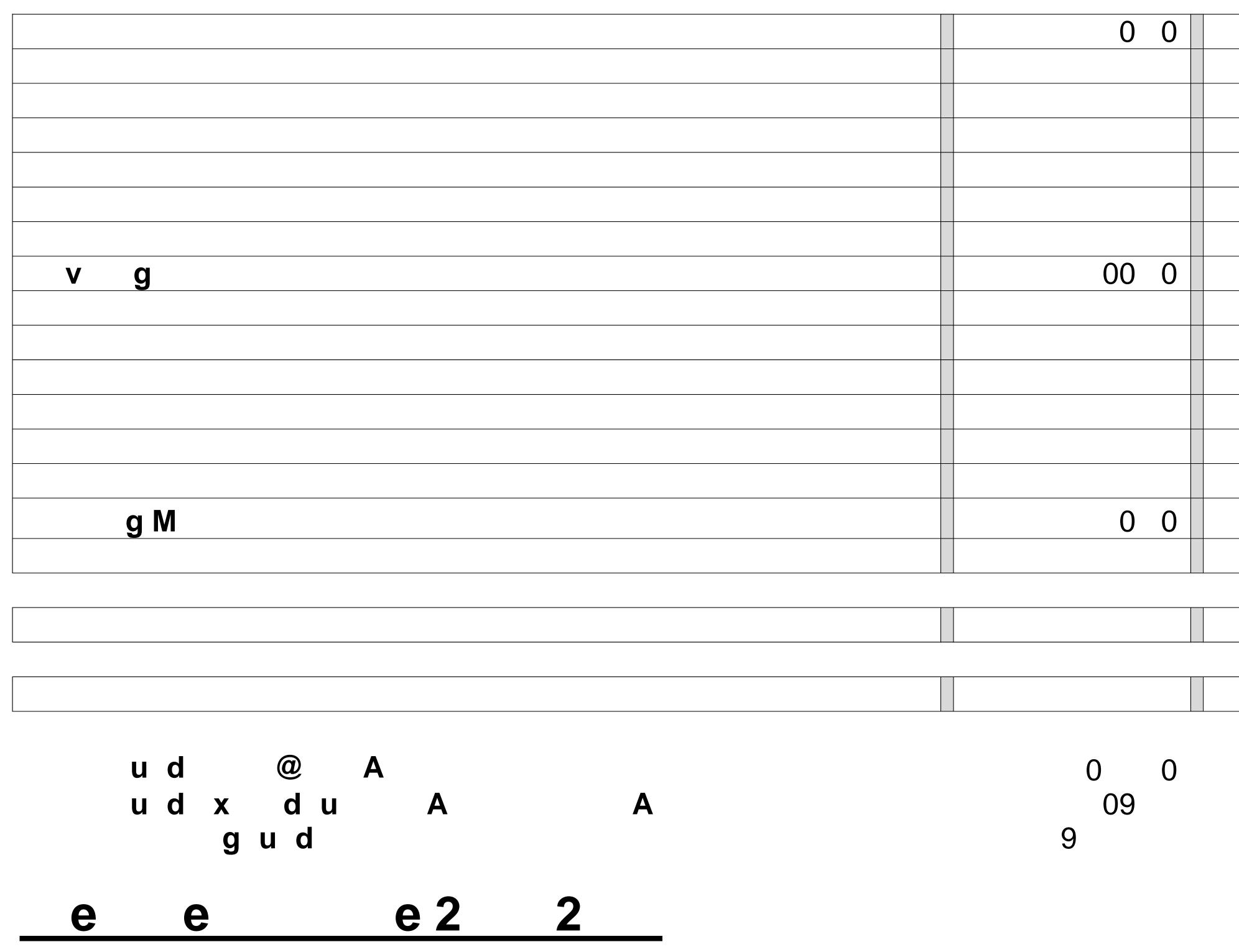






# ea a Teeeeee

2 2





uY Pdd

00

Y d B dg	Y X	d u	Y	d	g ug	uYBdg uuy xdu	uy Bdg	uy xdu		
							Dug			
00				9	0		0	00	0	
		9		90			0	00	0 0	
900		0		9	90 0	9	90	90	0	
0 0 0		9		0	0 0	0	0	00	0 0	
					I					

		0 0	9	9			0 0	
99	99	0 0	0 0	0 0	0	00	0 0	
			<b></b>					
I				I				

0 0 0		0 0	0 0	0 0	0 0
0 0 0 0 0	0 0	0 0	0	0	0 0
90	90	90 0			900

du y M	V Pdd g	d A uy	g v M	dA	dМ	du	duy Auu	d	d	d v	U	У	d u y	d
00				0	0	90	0		09	90	0	00	0 0	00

