AGENDA
Elsea Park Community Trust Board Meeting
Thursday 7th April 2016 – 7:00pm to 9:00pm
Venue: Meeting Room, The Centre @ Elsea Park

Time	Agenda Item		
7:00	1	Welcome and Apologies	DA
7:02	2	Minutes from previous meeting held on 11th February 2016	DA
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 5th May 2016 (proposed)	All
9:00	9	Close	

Elsea Park Community Trust Board Meeting Minutes
Thursday 7th April 2016

Present:		
Duncan Ashwell	DA	Vice Chairman - Owner Director
Martin Hughes	MH	Owner Director
Matt Upex	MU	Finance Director - Owner Director
Jane Whitehead	JW	Owner Director
Paul Fellows	PF	Bourne Town Council Representative
Jane Kingman	CJK	SKDC Representative
In Attendance:		
Rebecca Jones	RJ	Finance and Admin Officer

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 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.

1.3 DA welcomed everyone to the meeting. Apologies had been received from John Kirkman (JK), Dan Browne (DB), James Cook (JC), and The Trust Manager (BC).

2. Minutes from the Previous Meeting Held on 3rd March 2016

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

3. Matters arising from the Minutes

There were no matters arising.

4. Management Report

DA presented BC's report in his absence.

5. Finance Reports

RJ presented her Finance Reports and gave a verbal update for the year ending 31st March 2016.

6. Directors Items

CJK advised that McDonalds have said they will start litter picking along Raymond Mays Way and the further surroundings near McDonalds on Elsea Park.

7. Any Other Business

Caretaking: RJ suggested asking the regular volunteers if they could help with locking up on a temporary basis, and the Directors gave RJ authority to arrange for temporary cover via Manpower Ltd if a new caretaker is not recruited in early May. BC will be asked to email the Directors upon his return from holiday with an update on the caretaker situation.

Footpath - MH advised that the footpath along from Taylor Wimpey would now only open Monday to Friday during school hours and over the weekends. DA will contact Taylor Wimpey to see if the Heras fence could be moved so that the path way is more easily walked.

8. Date of The Next Meeting

Thursday 2nd June 2016 (a meeting will not take place in May as many of the Directors are unavailable).

The meeting closed at 20:00

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

Date: **Thursday 7th April 2016**

Subject: **Management Report**

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

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1. Articles of Association

Despite being advised by a contact at SKDC that the relevant managers had been asked to move forward with the escrow agreement just prior to the last Board meeting, there has been no further progress.

2. Grounds Maintenance Contract

CGM Group have attended site and I have met both the MD and the Ops Manager who will be handling the Elsea Park Contract.

3. Sports Pitches and Facilities

I met with Steve Wilcockson, the MD of Surfacing Standards Ltd, and he has provided invaluable advice on what the project may entail. It transpired that SSL were also involved with the project at Netherton, and that they are a major player in schemes such as the one we are looking at for Elsea Park.

4. Caretaking

The advertisements on social media have attracted less responses and applications than expected. The application window has been extended, and the jobs advertised through Manpower in Peterborough.

5. David Wilson Homes Development

I met earlier this week with a Senior Engineer from Barratt / DWH and we viewed the POS at Little Garth and the play area that will both eventually be adopted by The Trust.

I pointed out the extent of the remedial works that PE and myself identified and notified to DWH several months ago, and the engineer has agreed to investigate the problems and get back to me.

DWH are keen to hand the two areas over to The Trust, but I have advised that we will not accept the legal transfer until the issues have been addressed to our complete satisfaction.

I should point out that this was an initial meeting to discuss the areas, and that the previous person I had been dealing with from DWH had left the company. The Senior Engineer had little prior knowledge of the issues that we discussed.

The Trust will follow our documented procedures in terms of a formal inspection that will involve at least one Director, PE, and myself before any transfer takes place.

6. RPI / CPI Issue Raised by Roythornes

As advised at the last meeting, Roythornes queried The Trust's authority to change from the RPI to the CPI when setting the 2016 / 2017 Annual Charge.

On 29th March, I received an email from SKDC stating that their legal team see no reason to disagree with the switch to the CPI. I have been advised that I should use the email as an indicative response and that we will receive an official letter shortly.

7. Reinstatement Work by Utility Companies

Western Power Distribution

I have complained through Justin Gaggini (JG) regarding the terrible state in which the contractors have left our land between The Centre and around the substation on the south west corner of Cookes Field.

A representative from Morgan Sindall (who carried out the work) has offered to meet with JG and myself on Wednesday 6th April if JG is available.

The Gas Transport Company (GTC).

I have been in communication with GTC since early January regarding reinstatement of the verge and hedge off Pond Lane. Their contractors have recently carried out some remedial work to the verge, but it falls well short of the standard we require required. I have recently contacted them again requesting a meeting on site with GTC (rather than a contractor) and await their response.

Report Name: **Trust Budget 1st April 2015 - 31st March 2016**
Report produced by: Rebecca Jones
Review Date: 31/03/2016
Present at review: RJ, BC
Figures: Shown NET of VAT

Operational Trust Budget 2015/2016

Item	Full Year Budget	Year to date Budget 01/04/2015 - 31/03/2016	Year to Date Expenditure 01/04/2015 - 31/03/2016	Year to date Varience + / -	Remaining Budget	Full Year Budget minus Full year Expenditure	March 16 Budget	March 16 Expenditure	Varience + / -	Notes
Office Staff Salaries	43,657.68	43,657.68	43,684.89	-27.21	0.00	-27.21	3,638.14	3,725.53	-87.39	
Employers NI & PAYE	10,871.40	10,871.40	11,656.60	-785.20	0.00	-785.20	905.95	1,003.32	-97.37	
Payroll Fees	612.00	612.00	133.82	478.18	0.00	478.18	41.00	0.00	41.00	
Staff Training & Other Staffing costs	1,500.00	1,500.00	150.00	1,350.00	0.00	1,350.00	0.00	150.00	-150.00	
Communications, Printing and Advertising, P.R (literature,Brochure)	5,200.00	5,200.00	956.74	4,243.26	0.00	4,243.26	4,412.26	0.00	4,412.26	
Franking	1,860.00	1,860.00	1,431.95	428.05	0.00	428.05	70.00	0.00	70.00	
Office Stationery	3,600.00	3,600.00	3,069.41	530.59	0.00	530.59	300.00	50.40	249.60	
Travel & Subsistence	390.00	390.00	0.00	390.00	0.00	390.00	30.00	0.00	30.00	
Telephone/Mobile and Internet	1,140.00	1,140.00	1,181.81	-41.81	0.00	-41.81	95.00	102.56	-7.56	
Website, IT and Software	1,200.00	1,200.00	1,835.25	-635.25	0.00	-635.25	58.37	0.00	58.37	
Membership & Subscription	160.00	160.00	35.00	125.00	0.00	125.00	160.00	0.00	160.00	
Audit and Accountancy Fees & Bookkeeping	4,250.00	4,250.00	5,591.00	-1,341.00	0.00	-1,341.00	0.00	0.00	0.00	
Legal Fees	3,000.00	3,000.00	1,477.00	1,523.00	0.00	1,523.00	2,571.00	0.00	2,571.00	
Professional Fees	2,000.00	2,000.00	0.00	2,000.00	0.00	2,000.00	1,000.00	0.00	1,000.00	
Trust Community Grants	1,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00	0.00	0.00	0.00	
Anniversary Weekend & other events	3,000.00	3,000.00	2,352.93	647.07	0.00	647.07	0.00	0.00	0.00	
Charges (card machine, harlands, bank)	5,220.00	5,220.00	4,894.15	325.85	0.00	325.85	85.00	493.89	-408.89	
Proportioned Centre Costs @ 20% (expense)	14,763.96	14,763.96	14,763.96	0.00	0.00	0.00	1,230.33	1,230.33	0.00	
Depreciation allowance	39,000.00	39,000.00	39,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
Corp Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Trust Totals	142,425.04	142,425.04	132,214.51	10,210.53	0.00	10,210.53	14,597.05	6,756.03	7,841.02	

Operational Groundsman Budget 2015/2016

Salaries	17,034.36	17,034.36	17,040.42	-6.06	0.00	-6.06	1,419.53	1,419.53	0.00
Employers NI & PAYE	4,614.72	4,614.72	4,614.72	0.00	0.00	0.00	384.56	384.56	0.00
Grounds Maintenance Contract	32,500.00	32,500.00	35,488.80	-2,988.80	0.00	-2,988.80	2,500.00	2,957.40	-457.40
Equipment Hire	100.00	100.00	131.70	-31.70	0.00	-31.70	0.00	0.00	0.00
Repairs and Renewals	1,920.00	1,920.00	2,207.55	-287.55	0.00	-287.55	160.00	53.00	107.00
Ditch & Dyke Maintenance, Fence repairs and replacements	12,000.00	12,000.00	8,775.01	3,224.99	0.00	3,224.99	3,833.17	0.00	3,833.17
Habitate Ponds (The Meadows)	15,000.00	15,000.00	3,360.00	11,640.00	0.00	11,640.00	11,640.00	0.00	11,640.00
Arboricultural Survey & Tree maintenance	3,000.00	3,000.00	1,957.92	1,042.08	0.00	1,042.08	1,042.08	0.00	1,042.08
Landscaping Projects (New works)	14,000.00	14,000.00	5,223.50	8,776.50	0.00	8,776.50	9,536.50	0.00	9,536.50
Fuel, Oil and Water	1,270.00	1,270.00	115.00	1,155.00	0.00	1,155.00	60.00	20.00	40.00
Vehicle Insurance	770.00	770.00	640.69	129.31	0.00	129.31	0.00	0.00	0.00
Bird boxes & Wildlife goods	210.00	210.00	388.74	-178.74	0.00	-178.74	0.00	0.00	0.00
Play ground inspection	410.00	410.00	597.17	-187.17	0.00	-187.17	0.00	0.00	0.00
Groundsman Totals	102,829.08	102,829.08	80,541.22	22,287.86	0.00	22,287.86	30,575.84	4,834.49	25,741.35

Operational The Centre Budget 2015/2016

Staff salaries	18,660.00	18,660.00	18,660.00	0.00	0.00	0.00	1,555.00	1,555.00	0.00
Employers NI & PAYE	9,204.00	9,204.00	9,204.00	0.00	0.00	0.00	767.00	767.00	0.00
Caretakers	12,096.00	12,096.00	12,096.00	0.00	0.00	0.00	1,008.00	1,008.00	0.00
Youth Activities	1,000.00	1,000.00	293.29	706.71	0.00	706.71	706.71	0.00	706.71
PRS & Licenses	500.00	500.00	857.90	-357.90	0.00	-357.90	0.00	0.00	0.00
Advertising, Communications & Printing	1,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00	50.00	0.00	50.00
The Centre repairs,renewals, maintenance	2,030.00	2,030.00	14,302.80	-12,272.80	0.00	-12,272.80	0.00	327.20	-327.20
Servicing Contracts	1,500.00	1,500.00	1,185.00	315.00	0.00	315.00	0.00	0.00	0.00
Insurance	4,500.00	4,500.00	3,668.50	831.50	0.00	831.50	0.00	0.00	0.00
Business Rates	15,285.00	15,285.00	15,676.50	-391.50	0.00	-391.50	1,273.81	1,306.00	-32.19
Water	2,880.00	2,880.00	1,511.68	1,368.32	0.00	1,368.32	240.00	35.00	205.00
Gas	3,950.00	3,950.00	1,500.92	2,449.08	0.00	2,449.08	450.00	120.00	330.00
Electric	696.00	696.00	780.09	-84.09	0.00	-84.09	58.00	68.23	-10.23
Waste Disposal	1,080.00	1,080.00	1,283.48	-203.48	0.00	-203.48	90.00	112.90	-22.90
Cleaning Materials	1,140.00	1,140.00	1,193.09	-53.09	0.00	-53.09	95.00	153.39	-58.39
Proportioned Centre Costs @ 80% (income)	-14,763.96	-14,763.96	-14,763.96	0.00	0.00	0.00	-1,230.33	-1,230.33	0.00
Centre Totals	60,757.04	60,757.04	67,449.29	-6,692.25	0.00	-6,692.25	5,063.19	4,222.39	840.80
Combined Expenditure Totals	306,011.16	306,011.16	280,205.02	25,806.14	0.00	25,806.14	50,236.08	15,812.91	34,423.17

Green Fund Total @ 1st April 2015	42,077.00
Green Fund Expenditure 1st April 15 - 30th April 15	2,509.32
Total remaining fund	39,567.68

Predicted Income 2015/2016

	Full Year Predicted Income	Estimated Full year Income to 31st March 2016	Variance Predicted Income against estimate	Collected from 1st April 15 -31st January 16	Remaining to Invoice before 31st March 2016	Income collected April 2015	Income Collected May 2015	Income Collected June 2015	Income Collected July 2015	Income Collected August 2015	Income Collected September 2015	Income Collected October 2015	Income Collected November 2015	Income Collection December 15	Income Collection January 2016	Income Estimated Collection February 2016	Income Estimated Collection March 2016
The Trust Total income NET	288,959.01	288,909.40	49.61	288,909.40	49.61	252,830.00	3,260.00	8,151.00	5,202.00	3,508.00	4,220.52	1,911.19	3,749.00	3,474.00	606.00	1,610.03	387.66
The Centre Total income NET	£17,150.00	30,664.55	-13,514.55	30,664.55	-13,514.55	2622.00	2603.00	2193.00	2664.00	1768.37	2355.18	2709.00	2349.00	2648.00	2710.00	2537.00	3506.00