



AGENDA
Elsea Park Community Trust Board Meeting
Thursday 2nd June 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 7 th April 2016	DA
7:10	3 Matters arising from the Minutes	All
7:15	4 Management report	BC
8:15	5 Review of Annual Accounts for Y/E 31 March 2016	BC
8:45	6 Directors items	All
8:48	7 Any Other Business	All
	Picnic in The Park 2016	BC
8:55	8 Date of the next meeting Thursday 7 th July 2016	
9:00	9 Close	

**Elsa Park Community Trust Board Meeting Minutes
Thursday 2nd June 2016**

Present:		
Duncan Ashwell	DA	Vice Chairman - Owner Director
Matt Upex	MU	Finance Director - Owner Director
Jane Kingman	CJK	Director - SKDC Representative
Jane Whitehead	JW	Owner Director
In Attendance:		
Barry Cook	BC	Trust Manager
Emma Ralph	ER	Trust Administrator
James Fordham	JF	Prospective Owner Director

The meeting opened at 19:10

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, and introduced James Fordham who has expressed an interest in joining The Board as an Owner Director. Apologies have been received from Jono Brough (JB), Dan Browne (DB), Paul Fellows (PF), Martin Hughes (MH), John Kirkman (JK) and Rebecca Jones (RJ).

2. Minutes from the Previous Meeting Held on 7th April 2016

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

3. Matters arising from the Minutes

Item 7 - DA advised that the footpath from the Taylor Wimpey Development to the David Wilson Development has remained open at all times. JC added that the Heras fencing has now been moved on to the road such that the footpath is now "full width".

4. Management Report

BC presented his report.

CGM are trialling cutting the grass weekly (rather than fortnightly) using a cylinder mower and leaving the grass cuttings (rather than a cut and collect system).

BC advised he will be writing to SKDC again setting out the reasons behind the change from RPI to CPI.

Action: BC

Caretaking. A new caretaker has been employed and the search continues for a second caretaker.

Action: BC

BC advised that one of the ditches on the David Wilson Development has now been piped and backfilled and awaits landscaping.

BC distributed the new Trust brochure for perusal. The initial response from the directors was good. BC asked the directors to take the copies away to proof read and get back to BC with any suggestions.

Action: All Directors

The first notice board has been installed at Sedgefield Court, adjacent to the new Co-op.

BC showed photos of the new Notice board and the Pond dipping platform and advised that Pond Dipping will be one of the Picnic in the Park activities.

BC discussed anti-social behaviour and made clear that if residents have any issues they need to report it to 101. Elsea Park has now been made a priority, and the police have increased patrols on Elsea Park over the weekends.

BC advised that a meeting is to be arranged by SKDC to discuss the future development (Section 106 deed of variation) regarding changes required to the play park locations and positioning of the football pitches. The plans for further play parks are temporarily on hold.

5. Finance Reports

BC explained that the usual monthly finance and operational reports were not being presented at this meeting as the focus would be the review of the Financial Statements for the Year Ending 31 March 2016, with Streets Chartered Accountants having conducted the audit last month.

Prior to reviewing the Financial Statements, BC gave the position of debtors as it stands today for the Annual Charge due from members on 1st April 2016.

The Financial Statements and Annual Report were reviewed and the only matter of significant concern was the penalty imposed by HMRC for the late payment of a VAT invoice.

BC explained the circumstances behind the late payment. MU advised that the penalty should be appealed and that he would send BC some template letters to assist with the appeal on the Monday or Tuesday of the following week.

6. Directors Items

MU advised he is considering resigning his post on the Board due to other commitments. DA advised that on JB's return DA will be standing down as Vice Chair due to other commitments.

7. Any Other Business

Picnic in The Park 2016 – BC reminded all present that this year's Picnic in The Park will take place on Saturday 25th June, and if any of the directors could be available and could attend to support the volunteers and staff it would be much appreciated.

DA advised he is not able to attend, whilst JW & JC confirmed they are attending. BC advised that the briefing for volunteers will take place on the evening of Friday 24th June.

Advertising for New Directors – DA suggested that we need some more volunteer directors and CJK agreed to provide the wording for a poster to woo potential Directors at the Picnic in the Park event.

Action: CJK

8. Date of The Next Meeting

Thursday 7nd July 2016

The meeting closed at 20:30

Report to: Elsea Park Community Trust Board

Date: Thursday 2nd June 2016

Subject: Management Report

From: Barry Cook – Community Trust Manager

1. Articles of Association

I emailed SKDC on 23 May 2016 expressing my disappointment at the inertia that we have experienced from SKDC regarding the new Articles of Association, highlighting the amount of time and money that we have wasted.

I advised that we are now drawing a line under the matter until Kier's obligation to underwrite The Trust financially in the event of its failure expires in September 2016. At that time, we will lodge the new articles that were approved by members at last year's AGM with Companies House.

2. Grounds Maintenance Contract

The first scheduled visit by the new Grounds Maintenance Contractor (CGM) will take place on this week.

3. Sports Pitches and Facilities

It's some time since the steering group met, but in the meantime I have made contact with the FA's Regional Manager and will shortly be arranging a meeting with him to discuss if the FA might be prepared to support the project and help to fund it. I have also received a proposal and anticipated charges from a funding specialist who will be able to assist us.

JC and myself will be speaking briefly after the Board Meeting to discuss the next steps.

4. Caretaking

A new caretaker has now been in post for some four weeks. Unfortunately, the second caretaker who joined us decided that the hours were unsuitable after just a few days, so we are still looking for a new starter.

5. David Wilson Homes Development

Somewhat disappointingly there has been no further progress since I met with DWH some five weeks ago. I have recently contacted them having received complaints from residents on the in that are regarding the unkempt state of Little Garth and their contractor has now attended site. I have reminded DWH that they had previously promised to implement a scheduled maintenance programme until such time as their POS is handed over to The Trust.

6. RPI / CPI Issue Raised by Roythornes

The official letter from SKDC agreeing (retrospectively) to the switch from RPI to CPI did not materialise, contrary to an email which advised it should be a formality.

I have been requested by SKDC to write to them highlighting the reasons why The Trust felt that the conditions to use an alternative index had been met. I remain hopeful of a favourable outcome.

7. Reinstatement Work by Utility Companies

Western Power Distribution

The reinstatement work carried out by WPD fell way short of that agreed when I met with them in early April. I have emailed them pointing out the deficiencies that need to be addressed and have requested a further meeting

The Gas Transport Company (GTC).

GTC agreed the work they carried out in March was not satisfactory and accepted my suggestion that Peter undertake the work on a bill-back basis.

8. Newsletter

A newsletter was recently distributed to all homes on Elsea Park (with the exception of some of the apartments to which only Royal Mail have access). Copies will be available at the meeting.

9. Trust Brochure

It was decided some time ago that we would produce a brochure for existing and potential residents of Elsea Park detailing the aims and objectives of The Trust, how it came into being, and what is covered by the annual charge that members pay. RJ designed the brochure last week and the artwork will be sent to the printers over the next few days. Locally printed copies will be available to view on Thursday evening.

10. Boards, Bins, Benches and Boxes

The first of the new notice boards has at last been purchased and installed at Sedgefield Court outside the new Coop (which is scheduled to open on 9th June). We have also purchased eight new litter bins to replace some of the existing bins.

Bourne Lions have generously agreed to fund the bench that we planned to site near Arena Pond to celebrate their centenary year. It is expected that the bench will be ordered in the near future.

I've recently met with a representative from Royal Mail to view possible locations for a new Royal Mail Post Box to serve residents of Oak Spring Gardens. We identified a prospective spot adjacent to the gate to the new play area, and Taylor Wimpey have agreed that the new post box can be sited there. We now await to see if Royal Mail will fund the new post box.

11. Anti Social Behaviour

A number of residents have been in touch with The Trust advising of problems of vandalism in certain areas of the development, particularly on Friday and Saturday evenings. We have been encouraging residents to report such instances via the 101 non-emergency number as the NPT have advised they can only allocate resources if the need is proven to exist. Following a number of reports from residents, the police have now made this a priority and have begun mounting additional patrols over the weekends.

12. Pond Dipping Platform

A pond dipping platform has been built on the edge of habitat pond No 2 to assist residents to get close to nature, and pond dipping kits have been purchased for use by organised groups. Volunteers will be on hand during Picnic in The Park to promote the project.

13. Section 106 Deed of Variation

SKDC are trying to broker a meeting between all parties to discuss a deed of variation to encompass the changes that might be desirable with respect to the sports pitches and play area provision across the undeveloped areas of Elsea Park.