



AGENDA
Elsea Park Community Trust Board Meeting
Thursday 6 October 2016 – 19:00

Venue: Meeting Room, The Centre @ Elsea Park

Time	Agenda Item	
19:00	1 Welcome and Apologies, and introduction of two prospective Owner Directors	Chair
19:10	2 Minutes from previous meeting held on 1 September 2016	Chair
19:15	3 Matters arising from the Minutes	All
19:25	4 Management report	BC
19:40	5 Finance Report	BL
19:55	6 Formal Approval of the of Annual Accounts for Y/E 31 March 2016	BC
20:00	7 Letter of Representation for The Auditors	All
20:05	8 2016 Annual General Meeting	All
20:35	9 Directors items	All
20:45	10 Any Other Business	All
20:55	11 Date of the next meeting: Thursday 3 rd November 2016	
21:00	12 Close	

**Elsa Park Community Trust Board Meeting Minutes
Thursday 5th October 2016**

Present:		
Jane Whitehead	JW	Owner Director
James Fordham	JF	Resident Director
Jo Derrick	JD	School Representative/Owner Director
Cllr Paul Fellows	PF	Director – Bourne Town Council Representative
Cllr Robert Reid	RR	SKDC Representative
In Attendance:		
Barry Cook	BC	Trust Manager
Bernadette Laidler	BL	Finance and Admin Officer
Michael Marren	MM	Prospective Owner Director
Sylwester Rzeminski	SR	Prospective Owner Director

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 JW welcomed everyone to the meeting, and introduced Sylwester Rzeminski who has expressed an interest in joining The Board as an Owner Director and Bea Laidler who has replaced Rebecca Jones on a temporary basis with a view of permanency.

1.4 Apologies had been received from Duncan Ashwell, Jonathon Brough and Dan Browne.

2. Minutes from the Previous Meeting Held on 1st September 2016

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

3. Matters arising from the Minutes

JD had made suggestions for the Finance Procedures Manual and asked if they had been implemented. BC confirmed that they had.

4. Management Report

BC gave the following updates from his report:

4.1 BC shared a new Masterplan covering the Elsea Park development that he had received from DB. This shows two grass sports pitches (one at the western edge and one at the north eastern edge of the development).

4.1.2 BC explained that our hopes of a single 3rd Generation Synthetic (3G) facility which Kier had previously said they would help us with may have been derailed as a representative from SKDC's Section 106 Department had recently advised him that SKDC would not support any change in the S106 agreement in zones that had already been through detailed planning. He added that DB has offered to meet to see if there was any way that our preferences might still be met to provide a single 3G pitch.

4.1.3 RR advised that if directors felt that the interests of members and residents would be best served by a single 3G pitch he would bring up the matter with SKDC, as he firmly believed that what might have been the best solution in terms of provision of football pitches when the S106 agreement was initially drawn up might not be the best solution some sixteen years later.

4.1.4 A vote was taken, and it was agreed unanimously that a single 3G pitch would better serve the local community (in terms of availability throughout the year) than two grass pitches, and that RR should raise the matter with SKDC.

Action: RR

4.1.5 BC cautioned that the provision of a 3G facility would be dependent on a solid business case (as external funding would only be available if the business case is proven). However, there is little point in undertaking all the work required to establish the business case if SKDC will not support the idea of a single 3G pitch and insist that the developer provides two adult grass pitches in accordance with the requirements of the S106.

4.1.6 Designs for the football pitches / sports facilities were discussed further, including the provision a smaller grass pitch for informal games that can be used at any time (weather permitting).

4.1.7 BC advised the meeting that SKDC still appear to be pushing for the installation of the play park (LEAP) adjacent to the roundabout at the junction of Raymond Mays Way and The Gables. The Trust have previously made representations to SKDC stating that this LEAP might pose a real risk in terms of safeguarding of children (due to accessibility from Raymond Mays Way) and that it might encourage parking on The Gables by motorists who spot the play area from Raymond Mays Way and decide to use it.

4.1.8 As there are already three LEAPS in under five minutes' walk of that location, Taylor Wimpey (TW) at the request of The Trust had offered to landscape the area and give a commuted sum to spend on other play areas. They had approached SKDC in August 2015 but SKDC advised that any variation from the original Section 106 Agreement would need to be agreed by all the original signatories.

4.1.9 The Neighbourhood Policing Team are also of the opinion that a play park on the junction of Raymond Mays Way and The Gables poses a child protection risk and agreed to raise the issues regarding the play area at the next Joint Action Group meeting.

4.1.10 RR stated that if the directors felt a play area should not be built in this location he would also raise this issue with SKDC's Development Control Committee. The board agreed unanimously.

Action: RR

4.2 BC informed the meeting that Rebecca Jones had submitted her resignation (giving one month's notice) on Monday 12th September, and that with holiday that was owed (and already booked) her last day in the office had been 23rd September 2016.

4.3 BC advised that the redesigned Complaints/Compliment form is now available to download from the website or in hard copy form from the office.

4.4 The Elsea Park calendar showing various images submitted by residents has been sent to the printers and will be available for sale shortly. A suggestion was made to utilise the local Co-op to help sell the calendars.

4.5 It was agreed to obtain costs to extend the tarmac surface of the basketball area to reduce ongoing maintenance and prevent trip hazards.

4.6 Quotes have been obtained to replace the knee-high rail that runs alongside the track to the groundsman's workshop as many of the posts are rotted through. The knee-high rail would be replaced with a post and rail fence which will improve safety and prevent children running in front of the tractor whilst chasing footballs etc. The Board agreed that the replacement fence should be erected

Action: BC

4.7 The Articles of Association approved at last year's AGM will be submitted to Companies House later this month. BC advised that due to the lack of support from SKDC in accepting the bond we set up, early adoption of the new articles had not been possible. This meant that the new articles could not be lodged until Kier's requirement to underwrite The Trust in case it failed lapsed in September 2016. Buckles Solicitors have agreed to pay any penalty that might be imposed by Companies House as they felt they should have warned us of the possible consequences of failing to lodge the new articles within fifteen days of them being passed by a special resolution at the AGM.

4.7.1 RR suggested that the Trust should log a complaint with the Chief Executive at SKDC regarding their lack of support for The Trust in this matter.

4.8 BC had obtained quotes for maintenance on three shelter belts on land owned by Kier that backs on to residents' gardens. Kier had agreed to pay for this work providing residents were in favour of it being undertaken. BC advised he would be writing to all those whose properties backed on to the shelter belts to see if they wanted the work carried out as some may not be in favour of it.

ACTION BC

4.9 BC advised that a resident of Oak Spring Gardens had sought help regarding disturbances caused by children playing football in the unequipped play area on Market Rasen Drive. He has been liaising with Taylor Wimpey to try and get the play equipment installed as soon as possible.

4.13 BC presented some options for the enhancement / extension of the CCTV that covers The Centre. He had been in discussion with Bourne Town Council who had suggested that there might be an option to link up the CCTV to the Control Room in Grantham if appropriate equipment is procured. All present were in favour of enhancing the system with IP based Cameras and a high definition recorder.

ACTION BC

5. Finance Reports

5.1 With the recent change of staff, the Operational Budget was not presented, and this month's finance report was limited to a verbal update from BL regarding Direct Debits that had failed in September and October. These totalled just under £800, and BL will be contacting the debtors involved. Board members felt that in the case of repeated direct debit failures, the facility to pay by Direct Debit should be withdrawn. It was decided that the letter that accompanies next year's Annual Charge invoices would include a statement to this effect.

6. Formal Approval of the Annual Accounts of Y/E 31 March 2016

6.1 BC explained that the draft accounts for the Y/E 31 March 2016 had been presented at the Board meeting held in June, the only matter of significant concern had been the penalty imposed by HMRC for late payment of a VAT invoice. It was decided at that meeting that the accounts would not be approved until the situation regarding the penalty, and a potential appeal were further explored.

6.2 Whilst some progress has been made, BC is still awaiting a meeting with Streets VAT specialist to discuss VAT deregistration and the potential for recovery of VAT (and any penalties imposed) from HMRC. The Auditors had therefore included the penalty within "Sundry Expenses". If the VAT / penalty recovery action is successful, an adjustment will appear in next year's account.

6.3 BC requested that the accounts (previously signed off by DA on behalf of the directors) be formally approved by the meeting. All directors present agreed that the accounts for Y/E 31 March 2016 were approved.

7. Letter of Representation for the Auditors

7.1 BC presented the Letter of Representation from Streets (our auditors) and requested that the directors accept the letter and agree that it be signed on their behalf. All directors agreed, and the letter was signed on behalf of the directors by JW.

8. 2016 Annual General Meeting

8.1 The meeting is scheduled for 12th October 2016. Doors will open at 18:30 with the meeting starting at 19:00. Directors will aim to meet at 18:00.

8.2 BC read through the questions submitted by residents ahead of the meeting.

9. Directors Items

9.1 There were no Directors Items.

10. Any Other Business

10.1 PF said that the Town Council has lots of information on Bourne that may interest the residents.

11. Date of next meeting

11.1 The next meeting is scheduled for Thursday 3rd November 2016.

The meeting closed at 21:15

Report to: Elsea Park Community Trust Board

Date: Wednesday 5th October 2016

Subject: Management Report

From: Barry Cook – Community Trust Manager

1. Sports Pitches and Associated Facilities

Within the last month or so there have been indications from SKDC that they are unwilling to vary the requirements of the Section 106 for zones of the development that have already been “built out” or passed through planning.

Effectively, this now means that Kier will be obliged to deliver two full sized grass football pitches rather than work with The Trust to develop a single synthetic pitch and smaller informal pitch to the north of Wherry’s Spinney adjacent to Zone 6. It’s also looking increasingly likely that Taylor Wimpey will be obliged to deliver a play area at the junction of The Gables and Raymond Mays Way, despite the protestations of The Trust to SKDC.

Kier have now updated the Master Plan to show one full sized pitch in the original location near Oak Spring Gardens (between Zones 5 and 9) at the western extreme of the Linear Park extension, and a second to the north of Wherry’s Spinney. DB has offered to meet with us in the near future to discuss the way forward to achieve the best outcome under the current constraints.

I hope that if The Trust has the appetite at a later date that there will be scope to develop the western pitch into the 3G facility that we originally aspired to.

2. Staffing

Following a period of holiday that was due to her, RJ’s last day on The Trust’s payroll is Friday 7th August. The Finance and Administration role is currently being staffed by a Temp, Bea Laidler (sourced via Reed) with a view to permanency after an appropriate trial period.

3. Complaints / Compliment Form

The form presented by JB at the last meeting has now been updated as discussed at the meeting and is available for download from the website or as hard copy from The Trust Office.

4. Elsea Park Calendar

The entries were judged earlier this week and the winners notified. ER and LS are currently designing the calendars and fifty calendars printed in the near future; twelve will be presented to the twelve winners, with thirty-eight available to purchase (at the cost price of just under £4:00).

5. Play Area Adjacent to The Centre

The basketball area is extensively used and if approved by The board I feel it would be a good idea to obtain costs for extending the hard surface further from the basketball hoop as Peter has to constantly repair the ground. This will improve the facility, make it more useable in the winter months, reduce the potential for trip and twist injuries, and save on continual maintenance.

Board Decision Required

6. Knee Rail Adjacent to the Workshop Drive

The existing knee rail now needs constant maintenance and many of the existing posts are rotten. I have obtained a quote for replacing it with a post and rail fence bolted to new concrete spur posts. The main reason for the change of style is to improve safety. Costs will be in the order of £1,500 plus VAT for all materials and £820 for labour (including removal and disposal of the old fence). The use of concrete spur posts, whilst increasing the initial outlay, should give the fence an exceptionally long life.

Board Decision Required

7. Articles of Association

Now that September has passed, the new Articles will shortly be lodged at Companies House in accordance with the vote taken at last year's AGM.

8. Shelterbelt Work

I am still awaiting the quotes for the shelterbelt work from the contractors.

9. Play Area at Oak Spring Gardens

TW are in discussion with SKDC regarding the play area requirements. The lack of equipment therein continues to cause disturbance to local residents as the area has become a football pitch; unfortunately, the football players cannot keep the ball within the area, and damage is being caused to plants etc in front gardens.

10. CCTV at The Centre

Recent events in the NEAP adjacent to the Centre and on the Car Park side of The Centre might make improving the coverage of the CCTV worthwhile. I have obtained a quote which I will present at the meeting for consideration.

Board Decision Required