



AGENDA
Elsea Park Community Trust Board Meeting
Thursday 3 November 2016 – 19:00

Venue: Meeting Room, The Centre @ Elsea Park

Time	Agenda Item	
19:00	1 Welcome and Apologies	Chair
19:10	2 Minutes from previous meeting held on 6 October 2016	Chair
19:15	3 Matters arising from the Minutes	All
19:25	4 Management report	BC
19:40	5 Finance Report	BL
20:15	6 Proposal to Co-Opt a resident to The Board	BC
20:25	7 Directors Items	All
20:30	8 Use of The Centre Car Park by the school	All
20:45	9 Any Other Business	All
20:55	10 Date of the next meeting: Thursday 1st December 2016	
21:00	12 Close	

**Elsa Park Community Trust Board Meeting Minutes
Thursday 3rd November 2016**

Present:		
Jono Brough	JB	Resident Director (Chairman)
Duncan Ashwell	DA	Resident Director (Vice Chairman)
Jane Whitehead	JW	Owner Director
Jo Derrick	JD	School Representative/Owner Director
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 JB welcomed everyone to the meeting. Apologies had been received from Paul Fellows, James Fordham and Dan Browne.

2. Minutes from the Previous Meeting Held on 5th October 2016

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

3. Matters arising from the Minutes

3.1 RR updated the board on the meeting between Kier and Justin Johnson (JJ), Joint Business Manager for Development Management and Implementation for SKDC. He had received an email from JJ saying that the 3G sports pitch was discussed and Kier were not opposed to the idea, although the cost was raised as an issue.

3.1.1 One option is to provide two separate pitches, one with parking and changing facilities and one without. The one with facilities could potentially be upgraded by the Trust at some point in the future if funds became available. Kier are going to consider these options.

3.1.2 BC had suggested that parking and changing facilities would be better provided at the western location and advised that he had sent DB the footprint and dimensions of a 3G facility so that DB could arrange for the pitch to be redrawn in that area.

4. Management Report

BC gave the following updates from his report:

4.1 A meeting has been organised with the Lincolnshire FA Regional Facilities Investment Manager and Head of Football Development for 15th November 2016 although this has yet to be confirmed.

4.2 Bea Laidler joined the Trust on a permanent basis from 1st November 2016.

4.3 The first complaint has been received via the new online complaints form. The complaint concerned the diseased fish in the Wake Pond, and BC responded to the complainant via email giving a full update but advising that the pond was owned by Kier rather than The Trust and that Kier were dealing with the problem.

4.3.1 BC added that the laboratory tests had confirmed that the fish were suffering from potassium poisoning, and that rotting bread had been the prime cause of the algae. The pond was also vastly overpopulated due to excessive feeding.

4.3.2 The specialist contractor had applied a chalk treatment, and this is likely to be an annual requirement. Kier will be sourcing and erecting signs requesting that people do not feed the fish.

4.4 The Elsea Park calendars have now been received and are on sale at £3.00 each. Approximately one third of them have already been sold.

4.5 The extension of the tarmac surface on the play area adjacent to The Centre was discussed and contractors have been to assess the work and tender prices for the job. No quotes have been submitted yet but they are expected shortly.

4.6 Work on the new post and knee rail fence adjacent to the workshops is due to commence on 23rd November 2016. BC had requested authorisation for the work from National Grid who have requested further details before giving consent.

4.7 The new Articles of Association were sent to Companies House by recorded delivery but are not yet available on the Companies House website. BC had phoned Companies House to ensure that they had been received and was told that penalties for late submission are unlikely given the circumstances that prevented them being lodged earlier.

4.8 The arboricultural work and the shelterbelt maintenance along Raymond Mays Way and The Ridings has been carried out except where residents did not wish to have the work undertaken on their boundaries. DA commented that the shelterbelt work looked very good.

4.9 Taylor Wimpey are drawing up plans for the play area at the junction of Market Rasen Drive and Hexham Avenue and have submitted proposals for our consideration.

4.10. Quotes have been received to upgrade the CCTV at The Centre but BC is getting further estimates including one from the company who installed the original CCTV equipment (in case there was any scope for part exchange of that equipment).

Action: BC

4.11 BC had visited the Lincolnshire Police Headquarters with PCSO Graeme Parrott to discuss the requirements of a data sharing agreement. It was confirmed that our current procedures are compliant with the Data Protection Act and a formal Data Sharing Agreement is not required.

4.12 BC and PF met with Anthony & Mark Delaine-Smith and Ian Sismey from Bourne Town Council to discuss the provision of a new bus route that would serve Oak Spring Gardens. If a stop is provided on Raymond Mays Way, a pull in will be required due to the road being the national speed limit. BC said that the pull in would need a path to connect it to Musselburgh Way, and that money from the green transport fund could be used help finance this project. All agreed.

5. Finance Reports

5.1 BL presented the accounts with a revised budget. Questions were asked regarding some of the amendments which BL promised to look into and report at the next meeting.

Action: BL

5.2 There was a discussion regarding obtaining specialist advice relating to obtaining charitable status for The Centre. It was agreed that this advice would be needed, and bought in as required.

5.3 BL explained how The Trust use Harlands to collect our direct debits but the settlements made by Harlands are not transparent and there appears to be many adjustments. A comparison of costs was presented to the board between Harlands and a provider called "Go Cardless" who appear to be less than half the cost. BL has given six month's notice to terminate the contract with Harlands and requested earlier release if possible. BL agreed to pursue this matter.

Action: BL

6. Proposal to Co-Opt a resident to the Board

6.1 BC asked if The Board might consider inviting Peggy Kent to join as a co-opted member. He added that Peggy has always been a firm supporter of the aims of The Trust, and her experience and expertise in the special needs field would make her a real asset to the

community. BC added that he had already spoken to Peggy and she had been delighted with the suggestion.

6.1.2 The Board agreed to invite Peggy to the next meeting with a view to her joining The Board.

Action: BC

7. Directors' Items

7.1 This is MM's third attendance at a Board meeting and he was officially invited to join The Board. MM said he would accept the appointment provided he could take on a project or projects. BC suggested MM could take the Directorial lead to establish if The Centre should be set up as charity, which he accepted. MM also agreed to take the lead on the future transfer of land and assets to The Trust.

Action: MM

7.1.1 It was proposed by JB and seconded by JD that MM be appointed to The Board. Carried unanimously.

7.1.2 BC advised he will register the appointment at Companies House and will set MM up with an EPCT email account.

Action: BC

8. Use of The Centre Car Park for The School Run

8.1 JB advised that this item was on the agenda as a result of a question raised at last month's AGM, when a member asked why The Trust did not allow vehicles to park in The Centre when they are dropping children off for school. There was much debate at the AGM, and members were advised that the matter would be discussed at the next board meeting.

8.1.2 JB asked JD for the school's position. JD replied that the school is currently looking at solutions to the parking situation as the 'drop-off' loop within the school grounds is being used as a car park, which makes drop off difficult.

8.1.3 BC said that he had sought the opinion of the Bourne Neighbourhood Policing Team who felt that *if* The Centre Car Park were big enough to accommodate everyone who might wish to drive to school and it was available for use *every* day it would ease the congestion problem considerably. However, as there are some days when parking would not be available, and there is no easy way to inform parents of that beforehand, they feel that traffic problems would increase if vehicles arrived expecting to be able to park but were unable to do so.

8.1.4 Overall, it was the considered opinion of the school, the NPT and The Trust that allowing use of the car park would encourage more parents and carers to drive children to school thereby increasing congestion near the school and on the roads within the development and could result in the denial of spaces for hirers using The Centre (albeit that there are few early hires). Given that half the existing spaces are currently "on loan" to The Trust and may be reclaimed by the developer at any time, the current situation is likely to worsen.

8.1.5 Following a lengthy debate, it was decided that there would be no change to the current policy, and that parking would not be allowed within The Centre car park for the school run. The Trust would, however, continue to make parking available under the existing reciprocal

agreement with the school for special events such as sports days, the nativity play, Christmas Markets etc.

8.2 JD asked if the school had approached The Trust to ask if coaches were permitted to use the car park. BC said that no such approach had been made, although coaches had been observed using the car park on a few occasions. JD said she would take this up with the school.

Action: JD

9. Any Other Business

9.1 JB advised he will be unable to attend the next meeting and gave his apologies.

9.2 BC stated that the path between Salisbury Gardens and South Road had been closed by Kier during the building work but had recently re-opened, only to close again following complaints from some households about mud being thrown by children. He added that the path that had previously existed was not an official right of way.

9.2.1 BC agreed to approach Kier to establish if a proper path will be laid, and if not, investigate if Green Transport funds might be used to create a proper footpath. All present felt that this was a good idea.

Action: BC

9.3 BC advised that the blu ray player had failed and was beyond economic repair. A replacement commercial grade player has been purchased and installed in the mixer deck enclosure.

9.4 BC advised that the staff pay review which usually takes place in October had been deferred until the next meeting and that he would circulate some information to the board for consideration ahead of the meeting.

Action: BC

10 Date of next meeting

10.1 1st December 2016.

There being no other business, the meeting closed at 21:45.

Report to: Elsea Park Community Trust Board
Date: Tuesday 1 November 2016
Subject: Management Report
From: Barry Cook – Community Trust Manager

1. Sports Pitches and Associated Facilities

I have now heard back from Lincolnshire FA and their Regional Facilities Investment and Manager and Head of Football Development hope to meet with us at Elsea Park on Tuesday 15th November. I await final confirmation from them that the meeting will take place.

2. Staffing

Bea Laidler has now moved from her Temp position (through Reed Recruitment) and joined The Trust as a full time employee with effect from 1st November 2016.

3. Complaints / Compliment Form

We received our first complaint utilising the new form shortly after it was introduced. The complaint was regarding the diseased fish in the Wake Pond.

4. Elsea Park Calendar

We took delivery of the calendars last week and are selling them at £3.00 each. Thirteen have been sold to date with five more awaiting collection. A further eight calendars are earmarked for the winning contestants.

At PF's suggestion, we ordered one hundred calendars rather than fifty as the price for an additional fifty calendars was only another £50.00.

5. Play Area Adjacent to The Centre

The contractor has been to site to assess the work required to double the size of the area of tarmac serving the basketball court and we await the quote.

6. Knee Rail Adjacent to the Workshop Drive

Work on the new post and rail fence will begin on 23 November 2015 subject to site clearance approval from National Grid

7. Articles of Association

The new Articles were sent to Companies House (recorded delivery) on 18 October 2016.

8. Shelterbelt Work

The arboricultural work and the shelterbelt maintenance were carried out last week. All but three of the houses that we wrote to elected to have the work carried out.

9. Play Area at Oak Spring Gardens

TW are currently drawing up the plans for the play area based on our preferences for the style and type of equipment.

10. CCTV at The Centre

We are obtaining a second proposal for the CCTV (for comparison purposes) from the company who installed the original equipment. They are visiting The Centre next week to discuss our requirements.

11. Data Sharing Agreement with Lincolnshire Police

I visited Lincolnshire Police Headquarters with PCSO Graeme Parrott on 19 October to discuss the requirements for a Data Sharing Agreement (DSA) with Lincolnshire Police to ensure our compliance with the Data Protection Act. The visit was very productive, and it has been confirmed that our current procedures are satisfactory and that a formal DSA is not required.

12. Potential Bus Stop at Oak Spring Gardens

Following a recent discussion between PF and Anthony Delaine-Smith, PF and BC met with Anthony & Mark Delaine-Smith and Ian Sismey (Bourne Town Clerk) on 31st October at the roundabout at Oak Spring Gardens. Delaine are prepared to offer an hourly service to a stop close to the roundabout if a bus lay-by can be built (Raymond Mays Way is a National Speed Limit road so buses are not permitted to stop on the road itself).

The party viewed a possible location for the bus stop, and Ian agreed to approach the SKDC planners to see if they would support this. It's likely that some grants are available to assist with costs, and money might also be used from The Trust's green transport fund.

BC asked if a stop could also be considered for The Gables roundabout, but was told this would not be viable with the current timetable, though it might be considered in the future.

The party then moved up to Roundabout No 4 on West Road to look at possible locations for a stop to serve the new Larkfleet Development. With the road being a 30 MPH limit, no pull in would be required.

Report to: Elsea Park Community Trust Board Meeting

Date: Tuesday 1st November 2016

Subject: Finance Report

From: Bea Laidler – Finance Officer

1.0 Creditors

Creditors @ 31st October 2016: £2,611.85

2.0 Summary Operational Report 2016/2017 - Variances and Other Assumptions

Full Year Budget 2016/2017	£	308,855
Year to Date Budget 1 st April 2015 – 31 st October 2016	£	142,317
Actual Expenditure 1 st April 2015 – 31 st October 2016	£	140,779
Variance (+/-)	£	1,538

3.0 Income Invoiced - Annual Community Trust Charge

Full year predicted income to be invoiced	£	306,320
Actual Income invoiced 1 st April 2016–31 st October 2016	£	299,906
Still to collect	£	6,414

4.0 The Centre Performance

Full year predicted income	£	26,000
Actual Income invoiced 1 st April 2015 – 31 st October 2016	£	13,075
Still to collect	£	12,925

A revised budget has been carried out to reflect a more accurate picture of the finances. A surplus of £25,000 is estimated which will be added to the Reserves.

Debtors will be reported on in the next meeting but more funds are still being received from the mortgage companies.

A reconciliation of Harland charges has been carried and queries raised to the value of approx £1,100. A copy of the contract has been received from Harlands and consideration is being given to changing our Direct Debit collectors to Go Cardless as they are integrated with SAGE.

Harlands collect approximately £14,500 per month and their average charges are £350 including:

Monthly Initial Fee	£ 2.00
Submission Fee	£219.00
Unpaid Direct Debits	£ 2.00
Cancelled/Amended Directr Debits	£ 2.00
Hosting Fee	£ 25.00
Files Charges	<u>£100.00</u>
	<u>£350.00</u>

Go Cardless charges include:

Submission Fees 1%	<u>£145.00</u>
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There are no other additional costs.

