



AGENDA
Elsea Park Community Trust Board Meeting
Thursday 1 December 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 3rd November 2016	Chair
19:15	3 Matters arising from the Minutes	All
19:25	4 Management report	BC
19:35	5 Finance Report (verbal update)	BL
19:45	6. Sports Pitches	JF
20:05	6 Staff Salary Review	DA
20:40	7 Directors Items	All
20:50	8 Any Other Business	All
20:55	9 Date of the next meeting: Thursday 5th January 2017	
21:00	10 Close	

**Elsa Park Community Trust Board Meeting Minutes
Thursday 1st December 2016**

Present:		
Duncan Ashwell	DA	Owner Director (Vice Chairman)
Jane Whitehead	JW	Owner Director
James Fordham	JF	Owner Director
Jo Derrick	JD	School Representative/Owner Director
Cllr Robert Reid	RR	SKDC Representative
Cllr Paul Fellows	PF	Bourne Town Council Representative
Michael Marren	MM	Owner Director
In Attendance:		
Barry Cook	BC	Trust Manager
Bea Laidler	BL	Finance and Admin Officer
Peggy Kent	PK	Prospective Co-opted 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 DA welcomed everyone to the meeting and extended a special welcome to Peggy Kent as this was her first meeting. He thanked BL for the food and refreshments that she'd organised ahead of the meeting, which was paid from private funds.

1.4 Apologies had been received from Jono Brough (JB), Sylwester Rzeminski (SR) and Daniel Browne (DB).

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

2.1 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 BC advised of the two quotes that had been received to extend the tarmac play area adjacent to The Centre stating that he received two quotes but the quotes are not 'like-for-like'. A further report is included in Section 4, Management Report.

3.2 BC and JF met with representatives from the Football Association. JF's report is covered under Item 6.

4. Management Report

BC gave the following updates from his report:

4.1 Two quotes have been received from local contractors to tarmac the play area adjacent to The Centre. One quote suggested a deeper basecoat and a porous surface but is £900 more expensive than the other. JF proposed obtaining further quotes on a 'like-for-like' basis.

Action: BC

4.2 The Articles of Association are now posted on and available for download from the Companies House website.

4.3 BC had received an email from Taylor Wimpey stating their intention to commence work on the new play area at Oak Spring Gardens. The exact start date is not known.

4.4 BC advised that all staff would be taking annual leave to cover the working days between Christmas and the New Year, with the office being closed over the period 24 Dec 2016 to 2nd January 2017 inclusive. DA suggested that the office should be closed on Friday afternoon with staff being given a half day. All directors were in favour.

5. Finance Reports

5.1 Due to the Board meeting falling on the first of this month, it has not been possible to produce an up to date trial balance but this will be available for the next meeting. The accounts prepared for the November meeting covered income and expenditure to the end of October.

5.2 Two large expenditure lines had been queried at the November meeting and BL had been asked to verify what these were. BL advised that the first line covered Harland's costs for collecting the Direct Debits and the other was relating to VAT, which should have been accrued in the last financial year. The auditors had taken these costs into consideration and made a provision in the final accounts for the year ending 31 March 2016, but this had not been reflected on Sage for that period, so they appear in the current year on Sage. BL will make an adjustment in this year's accounts to amend the entry.

Action: BL

5.3 JD enquired about the progress of changing Direct Debit providers. BL said that she has had no response from Go Cardless but will hasten them again. Notice has been given to Harlands and can be retracted if required. The reconciliation that BL had queried had been answered satisfactorily with the variance relating to Harland's charges for February and March 2016 which had not been taken into account. Harlands agreed there was a small difference in The Trust's favour and made a payment to correct their error in November.

6. Sports Pitches

6.1 JF reported on the meeting with the Regional Facilities and Investment Manager (North East and Yorkshire) and the Head of Football Development from Lincs FA to see if the FA would support The Trust's goal for a 3G synthetic pitch within Elsea Park. He advised that the meeting had been very positive.

6.2.1 We were advised that utilisation of a natural turf pitch is typically:

Good quality: 3 games per week

Standard quality: 2 games per week

Poor quality: 1 game per week

6.2.2 In most instances, the cost of maintaining a pitch to a suitable standard is likely to exceed the revenue that it would generate in terms of match play and availability for training sessions.

6.2.3 A 3G facility needs maximum utilisation to be cost effective, and this would generally include operation up till around 22:00 hrs each day (though operation until 21:00 hrs may be viable), so there is an absolute requirement for floodlighting.

6.2.4 The facility would also need run off and spectator areas, fencing, equipment storage, changing rooms and parking.

6.2.5 Planning permission would obviously be required, and the planners would look at the proposed hours of operation, with noise being a consideration. The proximity of nearby dwellings might mean that acoustic fencing, or an acoustic bund might be needed. In the case of a bund, it means the footprint of the site increases considerably.

6.2.6 To ensure the viability for the new 3G pitch, 42 teams would need to use the facility, primarily for training, though junior league games would also be played. The FA believe this is easily achievable, and there is a need for a synthetic pitch in the Bourne area.

6.2.7 The Trust will need to:

- Enter into Key Partner Club Agreements of at least five years.
- Prepare a programme of use (to assess the income that would be generated).
- Produce a formal business plan.

6.2.8 The pitch would need to be situated at the western edge of the development as it is likely that the overall footprint (including parking, changing rooms etc) would be too big for the area to the north of Wherry's Spinney, and access would be much better via roundabout No 3.

6.2.9 BC is trying to arrange a progress meeting with Kier but if JF is not able to attend, he is prepared to dial in. DA and RR both offered to attend the meeting with RR wearing his 'SKDC hat'. DB had previously asked if the meeting could be held at Kier's Head Office in Tempsford, but with an increased number of board members now attending, JF said he would contact DB to coordinate availability and see if the meeting could be held at The Centre.

Action: JF

6.2.10 Typical costs for the Managing Consultants would be around £25,000 end to end from first engagement to obtaining planning permission (prestart costs are approximately £10,000 to £11,000). A funding specialist would charge approximately £6000 to £10,000 so the pre-construction at risk costs are likely to be between £16,000 and £20,000.

6.2.11 JF added that if the project secures FA funding, a proportion of these costs would be met by the FA, but if funding is not obtained, the costs would fall to The Trust.

6.2.12 RR advised that the formal business plan / feasibility study will go a long to support a Deed of Variation to the S106 agreement.

7. 2016 Staff Salary Review

7.1 BC had been requested at the November meeting to provide a number of options for directors to consider ahead of this meeting, to include the percentages of average salary increases within the Public and Private sectors, and predicted changes to the National Living Wage. The papers had been circulated to directors by email several days earlier, and BC asked if there were any questions before he and BL absented themselves from the discussions.

7.1.1 BS and BL then left the meeting for some fifteen minutes whilst the directors reached a decision. BC and BL were then called back, and advised of the pay rise, which will be back dated to 1st October 2016. The annual salary review generally takes place each October, but if later, any increase is backdated.

7.1.2 The Board instructed BC that appraisals are to take place at least quarterly, and are to be included as an Agenda item at all future meetings.

7.1.4 DA expressed his thanks on behalf of The Board for the efforts of all staff throughout the year, and asked that ER and LS in particular be congratulated for achieving their NVQs in Business Administration, with much of the work having been done in their own time. He suggested that a formal presentation of the certificates should be considered to celebrate their achievements.

8. Directors' Items

8.1 MM advised that he had investigated The Trust applying to become a registered charity. Of the thirteen conditions for eligibility, there are at least two that The Trust could meet, these being Citizenship or Community Development, and possibly the furtherance of Amateur Sport. Only one condition needs to be met for an organisation to be considered for charitable status.

8.1.1 The advantages of having charitable status include certain VAT exemptions, 80% statutory relief on Business Rates, and possible access to funding streams. Some disadvantages include a lockdown on assets that The Trust may own and compliance with numerous conditions imposed by the Charities Commission.

8.1.2 BC reminded The Board that The Trust in its entirety could not become a charity, because membership is not voluntary. Any person buying a home on Elsea Park is obliged to become an Owner Member of The Trust.

8.1.3 MM agreed to further investigate the advantages and disadvantages of splitting The Centre from The Trust and setting The Centre up as a charity.

Action: MM

8.2 JD advised she had attended a Board of Governors' meeting at the school with the intention of bringing up the subject of parking at The Centre but that the meeting went on longer than expected and the matter could not be raised. JD will ensure the subject is discussed the next time The Board of Governors meet.

9. Any Other Business

9.1 RR reiterated that the 3G pitch provision would be a valuable asset for Bourne.

9.2 PF expressed his thanks and congratulated the Events Team for the successful Christmas Fair that they hosted.

9.3 DA thanked everyone for their hard work throughout the year with a special mention of the valuable contribution that RR has made in his relatively short time on The Board.

9.4 DA advised that his personal and family commitments had increased, and reminded Directors that he had previously asked if anyone else would be prepared to take over as Vice Chair. He sincerely hoped that a successor will step forward as soon as possible.

9.5 JD asked if a new Direct Debit provider had been identified. BL replied that discussions are ongoing with Go Cardless.

9.6 PK said that her background included charity works and she is experienced in appraisals and will be happy to offer her assistance as and when required.

9.7 BC said he had met with SR the previous day to get a better understanding of the Section106 agreement. SR had said that it was unlikely that he would be able to attend the meeting, but that he would be very happy to join The Board if he was invited to do so. BC advised the meeting SR would be able to bring Facilities Management experience to the table along with other skills. DA proposed that SR be offered a seat on The Board as an Owner Director, and it was agreed unanimously. BC agreed to email SR and to register him as a Director at Companies House.

Action: BC

10 Date of next meeting

10.1 The next meeting is scheduled for Thursday 5th January 2017.

The meeting closed at 20:30

Report to: Elsea Park Community Trust Board
Date: Sunday 27th November 2016
Subject: Management Report
From: Barry Cook – Community Trust Manager

1. Sports Pitches and Associated Facilities

JF and BC met with two representatives of Lincs FA on 15th November. JF will provide an update under Agenda Item 6.

2. Extension of the Tarmac Surface on the Play Area Adjacent to The Centre

Two quotes have now been received for this work, one in writing, the other verbally. I await confirmation of the latter in writing. There is a difference of just under £900 between the two quotes, but the more expensive quote recommended the use of open textured binder and surface course (effectively meaning both layers will be porous so that water will drain away naturally). The higher quote is £3,823.86. + VAT.

Although this is more than I had anticipated, Peter advises that the cost of reinstatement work (generally required twice a year) is approximately £100 for materials, £120 for plant hire and one and a half man days' work. It also renders the basketball and goal area out of commission for up to two weeks at a time.

The Board has previously approved this work subject to the cost, and I await direction as to whether to proceed. When the National Grid inspection team were on site to mark the gas pipe line in preparation for the new fence installation, I asked them if they would sanction the tarmac works if we decided to go ahead, and they were happy to do so.

Board Decision Required

3. Knee Rail Adjacent to the Workshop Drive

Work will now commence on Tuesday 29th November and is expected to take approximately one week.

4. New Articles of Association

Companies House uploaded the new articles to their website on 8 November 2016.

5. Play Area at Oak Spring Gardens

I contacted TW with our preferred option for the LEAP located at Market Rasen Drive / Hexham Avenue and was advised that they will redraw the plans. Work is expected to commence in the near future.

6. CCTV at The Centre

The second quote has now been received from Britannia (who installed the original system) and the various options are being considered before deciding on the upgrade of the CCTV. Britannia have no interest in a part exchange of the original equipment (CCTV technology has moved on considerably since the system was installed).

7. Office / Centre Closure over the Christmas Break

There have been no Centre booking enquiries for the period 24th December 2016 to 2nd January 2017 inclusive (although the Events Group are opening the building for the New Year's Eve party) so all staff will be taking annual leave from 28th – 30th December inclusive.

The office and Centre will be closed over the period 24th December 2016 to 2nd January inclusive, reopening at 09:00 hrs on Tuesday 3rd January 2017.

I will remain available for any building emergencies etc over the closure period.