



AGENDA
Elsea Park Community Trust Board Meeting
Thursday 12 January 2017 – 19:00

Venue: Meeting Room, The Centre @ Elsea Park

Time	Item	
19:00	1	Welcome and Apologies JB
19:05	2	Minutes from previous meeting held on 1st December 2016 DA
19:15	3	Matters arising from the Minutes All
19:25	4	Management report BC
19:35	5	Finance Report BL
19:55	6	Staff Appraisals BC
20:00	7	Sports Pitches JF
20:20	8	Charitable Status Research MM
20:30	9	Appointment of Chair / Vice Chair All
20:40	10	Directors Items All
20:50	11	Any Other Business All
20:55	12	Date of the next meeting: Thursday 2nd February 2017

**Elsa Park Community Trust Board Meeting Minutes
Thursday 12th January 2017**

Present:		
Jono Brough	JB	Owner Director (Chairman)
Duncan Ashwell	DA	Owner Director (Vice Chair)
Jane Whitehead	JW	Owner Director
James Fordham	JF	Owner Director
Jo Derrick	JD	School Representative/Owner Director
Cllr Paul Fellows	PF	Director – Bourne Town Council Representative
Michael Marren	MM	Owner Director
In Attendance:		
Barry Cook	BC	Trust Manager
Bernadette 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 JW welcomed everyone to the meeting and wished them a Happy New Year.

1.4 Apologies have been received from Robert Reid, Sylwester Rzeminski and Dan Browne.

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

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

3. Matters arising from the Minutes

There were no matters arising from the minutes.

4. Management Report

BC gave the following updates on his report:

4.1 After suggestions from residents that the Trust should purchase some Christmas trees to plant on the development, PE obtained prices 2.5m to 3.0m Blue Spruces and Standard Firs. The Board agreed to purchase two Blue Spruces to plant at The Gables and Tilia Way entrances. Further consideration will be given to buying a further two trees for the remaining entrances once that land has been transferred to the Trust

ACTION PE

5. Finance Reports

BL presented the accounts to 31st December 2016

5.1 There were three large variances; BL explained that these were the result of adjustments she had made on Sage due to unrealised accruals.

5.2 BL gave a brief description of the different types of depreciation and said would like to standardise the depreciation in the accounts to 'Straight Line' and with the help of the auditors, compile a new Fixed Asset Register based on the existing Inventory.

5.3 BL intends to start a Renewals Reserve to have funds available to enable the Trust to replace worn and damaged assets. This was agreed by the Board.

5.4 Discussions continued regarding the possible change of our Direct Debit provider. There were two main issues; how the new provider would cope with members who do not have an email address or internet access, and that of data security.

Prior to considering the switch to "GoCardless", BL will obtain details of the transfer process, particularly with regards to the secure bulk transfer of data from the existing provider to ensure that it meets the requirements of the Data Protection Act.

ACTION BL

6. Staff appraisals

BC advised that the first staff appraisals of this reporting year should be completed by the end of January.

7. Sports Pitches

7.1 JF advised he had received no further communication on the sports pitches since the recent meeting with Kier and representatives from the Football Association. He will pursue this and report at next month's meeting.

ACTION JF

7.2 BC advised that DB had sent a new layout plan illustrating how a 3G facility (with 120 parking spaces) could be accommodated between Zones 5 and 9.

8. Charitable Status Research

8.1 MM has carried out further investigations regarding obtaining Charitable Status including separating the Centre from the Trust but the requirements are exhaustive and the disadvantages outweigh the benefits. All present agreed not to pursue this idea further.

8.2 PF thanked MM for undertaking the research and for clarifying the situation, adding that it had proved very useful.

9. Appointment of Chair/Vice Chair

9.1 BC advised that he had tabled this as an Agenda item as it had long been the policy of The Trust is to review the appointment of the Chair and Vice Chair positions every January.

9.2 JB offered to continue as Chair unless another director wanted and was willing to take on the role. The Directors all agreed that JB was doing a great job, and that they would like him to continue in the role.

9.3 PF gave his thanks to JB for agreeing to continue as Chair.

9.4 DA reminded the meeting that he had been hoping to step down as Vice Chair due to increased family commitments for some considerable time, but would continue for a little while longer if no volunteer was forthcoming.

9.5 PF proposed that MM should take over as Vice Chair; and this was seconded by JD. MM thanked PF for the nomination and agreed to accept the position. The appointment was agreed unanimously.

9.5 JB thanked DA for the hard work and effort he has put whilst Vice Chair, and went on to thank all directors for the time they dedicated to Trust business.

10. Directors' Items

JD asked if there had been any progress with the CCTV. BC advised that he has sent the drawings and specification to another company to obtain a third quote.

11. AOB

There was no other business.

12. Date of next meeting

The next meeting is scheduled for Thursday 2nd February 2017.

The meeting closed at 20:40

Report to: Elsea Park Community Trust Board
Date: Tuesday 2nd January 2017
Subject: Management Report
From: Barry Cook – Community Trust Manager

1. Sports Pitches and Associated Facilities

DA, JF, RR and myself met with Alex Szarawarski (AS) of Kier on Thursday 15th December and JF explained the position following our meeting with the Football Association. We outlined our hopes and need to drive the project ourselves with initial funding from Kier, and AS agreed to take our request back to Kier for an increased offer.

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

I met with the surveyor from Phoenix surfacing on Wednesday 22nd December, and the surveyor recommends that we go for a permeable solution to avoid a step at the edge of the new tarmac. I have, however, requested that Phoenix also quote for a standard tarmac solution. We can expect to receive the two quotes by the middle of January.

3. Knee Rail Adjacent to the Workshop Drive

The work was completed earlier this month, along with the installation of a pair of field gates at the end of the drive.

4. Reinstatement Work – Western Power

When Western Power's undertook the HV cable upgrade along The Gables and across Cooke's Field to the substation between The Centre and The School, the reinstatement work was not carried out to our satisfaction, despite several visits by their groundworkers.

Following meetings with Western Power and Morgan Sindall (their contractors), The Trust submitted a price to carry out the work on a recharge basis, and this work has now been completed. PE has planted shrubs and a hedge to the north of the Gables Roundabout and reseeded some of the grassed areas on Cooke's Field whilst our fencing contractor has replaced a section of the badger proof fence on the south side of Raymond Mays Way at roundabout No 2.

5. Graffiti.

There was an outbreak of Graffiti on parts of the development overnight on Wednesday 14th December. Whilst there was no damage to property belonging to The Trust, the brick built substation on Newton Abbott Way was defaced, I immediately advised Western Power to request it be removed. They said that they would be unable to deal with it for some time, so I contacted Kier (who had suffered damage to their sales hoardings) who passed me the contact details for their contractor. The contractor agreed to clean the substation wall whilst they were on site, and Kier kindly generously agreed to meet the costs of the work, which was carried out on 19th December.

6. Staff appraisals

The first quarterly appraisals for 2017 will be undertaken this month. I have been asked by all staff to pass on their thanks for the pay award following last month's meeting.

7. Christmas Trees

A resident suggested on the Elsea Park Residents Facebook page that we should plant a real Christmas Tree on the development that can be decorated each year. The original post attracted many comments, and the general feeling is that The Trust should consider planting trees at each entrance to the development and outside The Centre.

If Directors are in agreement, I will consult with PE on the type and size of trees we should consider and investigate how we might power the lights (I envisage a solar panel / battery solution being required for any trees that might be sited away from The Centre). I will report back with costings at a future meeting as appropriate.

Report to: Elsea Park Community Trust Board Meeting
Date: Tuesday 2 January 2017
Subject: Finance Report
From: Bea Laidler – Finance and Administration Officer

November 2016

Overall, the finances are looking stable with a budget surplus of £21,425 although the current expectation is £25,000 and is likely to increase due to increased sales of new homes on the development.

Variances

Expenditure: £3,300 underspent, which mainly relates to:

Trust Administration Costs £1,560 underspent

Staffing costs - £690 underspent due to the budget taking into account pay increase whereas the increase and back pay did not take effect until December.

Franking - £440 underspent. £500 was budgeted to be spent in November but only £60 was used. High expenditure is due shortly when the Annual Charge for 2017/18 is sent to all households on the estate.

Professional fees - £330 **overspent**. There is a total budget of £2,000 for the year and requires re-distributing

Legal fees - £560 underspent. Although this is an expenditure account, the income is used to offset the expenditure. Where residents have owed large sums of money, interest has been applied and paid and the majority of this underspend relates to the interest.

Miscellaneous - £590 underspent. This relates to a correction made for credit card expenditure that was also recorded as an invoice on SAGE.

Charges (card machine, Harlands, bank) £390 **overspent**. Two invoices from Harlands Group relating to the previous year had not been accounted for.

Grounds Maintenance Costs £2,600 underspent

Grounds Maintenance Contract - £530 underspent. Initial budget included VAT

Ditch and dyke maintenance, Fence repairs and replacement - £1,920 underspent, the main bulk of this was charged in December

Centre Operational Costs £860 overspent

The Centre repairs, renewals, maintenance - £1,170 **overspent**.

The 5.1 surround sound system in the main hall faulted and required a service call and new Blu ray player was purchased and installed to replace an unserviceable item.

Five-year extended maintenance was carried out on the Fire Extinguishers for the first time.

Neither charge had been anticipated.

The Trust Income £2,170 favourable variance

One property was found to have not been billed for the Annual Charge for the last five years due to Taylor Wimpey failing to send the required documentation. This only came to light when the resident sold the property and their solicitor requested settlement details. An invoice was raised which was settled by the Seller's solicitor.

New house sales have been slightly stronger than forecast.

The Centre Income £1,940 favourable variance

Kier had been recharged £1,030 for the work carried out along the Shelterbelt which had not been accounted for in the budget.

The Centre bookings achieved a higher usage than budgeted for by £920

December

December's prediction for Centre Income of £2,530 is unlikely to be realised due to a number of people cancelling sessions over the festive period. The previous year saw a number of Christmas parties which boosted the income but no similar bookings have been made this year. The income is likely to be down by £1,360.

Salary expenditure is likely to have an overspend of approx. £440 due to the backpay and increase.

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