



**AGENDA**  
**Elsea Park Community Trust Board Meeting**  
**Thursday 2<sup>nd</sup> February 2017 – 19:00**

**Venue: Meeting Room, The Centre @ Elsea Park**

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<b>Time</b>	<b>Item</b>	
<b>19:00</b>	<b>1 Welcome and Apologies</b>	<b>MM</b>
<b>19:05</b>	<b>2 Minutes from previous meeting held on 12<sup>th</sup> January 2017</b>	<b>MM</b>
<b>19:15</b>	<b>3 Matters arising from the Minutes</b>	<b>All</b>
<b>19:25</b>	<b>4 Management report</b>	<b>BC</b>
<b>19:35</b>	<b>5 Finance Report</b>	<b>BL</b>
<b>19:50</b>	<b>6 Staff Appraisals</b>	<b>BC</b>
<b>19:55</b>	<b>7 Sports Pitches</b>	<b>JF</b>
<b>20:05</b>	<b>8 Directors Items</b>	<b>All</b>
<b>20:15</b>	<b>9 Youth Club</b>	<b>BC</b>
<b>20:25</b>	<b>10 Any Other Business</b>	<b>All</b>
<b>20:30</b>	<b>11 Date of the next meeting: Thursday 2nd February 2017</b>	<b>All</b>

**Elsa Park Community Trust Board Meeting Minutes  
Thursday 2<sup>nd</sup> February 2017**

<b>Present:</b>		
Michael Marren	DA	Owner Director (Vice Chair)
James Fordham	JF	Owner Director
Jo Derrick	JD	School Representative / Owner Director
Syvester Rzeminski	SR	Owner Director
<b>In Attendance:</b>		
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 MM welcomed everyone to the meeting and thanked them for attending.

1.4 Apologies have been received from Jono Brough, Duncan Ashwell, Jane Whitehead, Robert Reid, Paul Fellows and Dan Browne.

## 2. Minutes from the Previous Meeting Held on 12<sup>th</sup> January 2017

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:

4.1 No response had been received from Phoenix or from the contractor that submitted the lowest quote who was asked to re-quote on a 'like-for-like' basis. BC said he would chase both contractors again, but recommended that if quotes were not forthcoming that the job be given to Couplands as it was just dragging on and on. The directors were all in agreement.

**Action: BC**

4.2 The persons responsible for the graffiti had now been identified, and the Neighbourhood Policing Team had taken the appropriate action.

4.3 BC had met with Alex Szarawarski from Kier and agreed which areas of land are to be transferred first. Badger-proof fencing was also discussed but advice needs to be sought from Natural England.

4.4 BC advised that if the gas easement is an issue, the bus stop may need to be sited on the far side of Raymond Mays Way.

4.5 The Board agreed to moving the May meeting from 4<sup>th</sup> to 11<sup>th</sup> May to accommodate the local elections as The Centre is being used as a polling station on that date.

## **5. Finance Report**

BC reminded all present that the December accounts had been covered at January's meeting and explained that this meeting was too close to end of month to present the January accounts. BL identified the minor amendments that had been made to the Operational Budget since the board last met.

## **6. Staff appraisals**

BC advised that the quarterly interim appraisals are all complete and suggested that this item is removed from the standard agenda and included only when quarterly or annual appraisals are undertaken. All directors agreed

## **7. Sports Pitches**

7.1 JF advised that Kier had redrawn the plans to accommodate the parking requirements.

7.2 BC said that Kier had advised a new Master Plan had been formally submitted to SKDC.

## **8. Directors' Items**

8.1 This is PK's third Trust meeting and MM asked if she would be prepared to be Co-opted to the Board as a Director. PK said she was delighted to be offered a seat on The Board. Proposed by JD and seconded by JF. Carried unanimously.

8.2 JD raised the issue of school parking and the difficulties experienced by residents and parents who are receiving abuse from a nearby resident. Parents are now parking on the pavements due to the congestion caused by cars parking in the drop off/pick up area.

## **9. Youth Group**

9.1 BC reminded everyone that there are two youth groups, the younger group which is increasing in numbers and the older group whose numbers are in decline. The 50p fees just about meet the costs of running the younger group but the income from the older group is insufficient to cover the Assistant Youth Worker's salary.

9.1.2 BC asked if the Board would consider covering the costs of two of the four and half hours per week undertaken by the Assistant Youth Worker for a period of up to six months or until the club's income was sufficient to cover all the Assistant Youth Worker's salary again (whichever is the sooner).

9.1.3 The Directors agreed with the proposal; the matter will be reviewed at the August meeting.

## **10. AOB**

10.1 PK advised that young people now seem to be congregating around Tesco and Lidl and are no longer using The Centre as a 'hang-out' area.

10.2 SR asked what the 'at risk' costs are for the 3G football pitch. JF advised of the costs and added that they would be met by the FA if the scheme is approved.

10.3 JF stated that he is worried by speeding on the development especially in the vicinity of the new Taylor Wimpey homes on Haydock Park Drive. BC said that he would remind drivers to consider their speed in the next newsletter.

10.4 BC advised that The Trust's notice board at the Co-op had been damaged by a delivery lorry. The store manager has advised that the Co-op's insurance department are aware of this and will be contacting the Trust.

10.5 BC notified The Board that he would be meeting with the Beavers, Cubs and Scout leaders and their executive to discuss moving the Beavers and Cubs sessions to the same evening to facilitate the accommodation of the Scouts. If the proposal is accepted, it will also mean an increase in the charges paid by the two existing groups to better reflect our costs and the prices charged at other venues.

10.6 BC informed the meeting that a resident who reads the minutes has told him that he was very pleased to see good and positive actions being taken by the Board and had praised the efforts made by all Directors.

## **11. Date of next meeting**

The next meeting is scheduled for 2<sup>nd</sup> March 2017.

The meeting closed at 20:40

**Report to: Elsea Park Community Trust Board**

**Date: Monday 30<sup>th</sup> January 2017**

**Subject: Management Report**

**From: Barry Cook – Community Trust Manager**

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### **1. Extension of the Tarmac Surface on the Play Area Adjacent to The Centre**

I have hastened Phoenix for their quote and hope to receive the quote in the next couple of days.

### **2. Graffiti.**

I will provide a confidential verbal update at the meeting.

### **3. Staff appraisals**

Except for HT (and myself) the first round of appraisals for staff will be completed this week.

### **4. Christmas Trees**

Following the decision at last month's meeting to buy two Blue Spruce trees for The Gables and Tilia Way entrances, I've found some 24v string lights that are approximately £65 for a 20m string. They are mains operated, but can be modified to run from a 24v commercial vehicle battery. I am still trying to source secure waterproof enclosures to house the batteries.

### **5. Proposed Land Transfer Plan**

I am meeting with Alex Szarawarski from Kier on the morning of Thursday 2<sup>nd</sup> February for an initial discussion on the next land transfers. I will provide an update during the board meeting.

### **6. Proposed Bus Stop**

The recent meeting with LCC Highways was very positive. Ian Sismey (The Bourne Town Clerk) is arranging for the drawings required to submit to the Highways Department, prior to their Road Safety Team conducting a full site survey to decide if the bus stop can be built at the location that we have identified.

I have submitted a request to GTC's Plant Protection Team for advice and approval as the path and raised platform serving the proposed bus stop would need to be built directly over a gas pipe and I await their response.

### **7. Board Meeting Scheduled for Thursday 4<sup>th</sup> May 2017**

With The Centre being used as a Polling Station for the Local Elections on that date, I'd like to propose that the May meeting be moved to Thursday 11th May.

**Board Decision Required**

**Report to: Elsea Park Community Trust Board Meeting**

**Date: 26<sup>th</sup> January 2017**

**Subject: Finance Report**

**From: Bea Laidler – Finance Officer**

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### **1.0 Creditors**

Creditors for January 2017 is clear

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

The December Operational report was presented at the January meeting. The next report will be presented in the March meeting.

### **3.0 Debtor's update**

The debtors are currently being reviewed and updated.

### **4.0 Harlands Group update**

The termination notice has been retracted as GoCardless now require 100% of members to have an email address.

A request for a refund from Harlands for the invoices raised for March and April 2016 collections but their response was *'I understand that you were looking for a full refund however the charges that still apply relate to users logging in and making amendments to the system and adding new members. We have still provided you with this service so we cannot just waive the charges.'*

This is still being challenged but realistically the chance of achieving the credit is unlikely so a reduction in charges has been requested in view that the number of residents taking up the direct debit option has increased and the fact that a review on costs would be carried out by Harlands.

### **5.0 GoCardless update**

GoCardless have responded to further questions and said *'We would need 100% of email addresses if GoCardless is going to be sending notifications by email. The other option is for us to enable 'custom notifications', which means that Elsea Park Community Trust would be able to notify customers by letter (signed off by our launch manager). This would mean that we wouldn't require any customer email addresses to set up mandates.'*

The 'custom notifications' mentioned by GoCardless is part of their "Pro" version for which there is a monthly charge of £200 and 60p per direct debit. The Trust currently has over 500 households using the direct debit option which means the total fees will be in excess of £500 per month plus VAT.