



AGENDA
Elsea Park Community Trust Board Meeting
Thursday 11th May 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 6th April 2017	JB
19:15	3 Matters arising from the Minutes	All
19:25	4 Management report	BC
19:35	5 Monthly Finance Report	BC /BL
20:35	6 Directors Items	All
	6.1 Sports Pitches Update	JF
20:50	7 Any Other Business	All
21:00	8 Date of the next meeting: Thursday 1st June 2017	All

**Elsa Park Community Trust Board Meeting Minutes
Thursday 11th May 2017**

Present:		
Jono Brough	JB	Owner Director (Chair)
Michael Marren	MM	Owner Director (Vice Chair)
James Fordham	JF	Owner Director
Jo Derrick	JD	School Representative / Owner Director
Sylwester Rzeminski	SR	Owner Director
Cllr Paul Fellows	PF	Bourne Town Council Representative
Peggy Kent	PK	Resident Director
In Attendance:		
Barry Cook	BC	Trust Manager
Bea Laidler	BL	Finance and Admin Officer

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 and thanked them for attending.

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

2. Minutes from the Previous Meeting Held on 6th April 2017

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 JD informed the meeting that new arrangements for traffic control at the school will be in place when the new school year commences this September.

3.2 BC advised that good feedback has been received from residents since The Trust decided to cut the grass at Little Garth in line with the rest of the development even though the area has yet to be transferred to The Trust by Barratt Homes. MM said that he has also had favourable comments from those living nearby.

4. Management Report

BC gave the following updates from his report:

4.1 Kier have advised they are working to get the Salisbury Gardens / South Road link opened and to transfer responsibility for the link to The Trust as soon as practical.

4.2 Ian Sismey, The Bourne Town Council Clerk has stated that Lincolnshire County Council have told him they have no record of any agreements previously reached between interested parties concerning the Salisbury Gardens link or the proposed bus stop to serve Oak Spring Gardens. There appears to have been no transfer of information or documentation between the recently departed Highways Officer and his replacement. This unsatisfactory state of affairs is being addressed by Mr Sismey who has arranged a meeting with LCC for later this month.

4.3 N/A.

4.4 N/A

4.5 Green Energy Solutions have provided an indicative quote for an Air Source Heat Pump. The system would comprise of a 14kw Mitsubishi pump and a large capacity water store. With the guaranteed Renewable Heat Incentive (RHI) payments, and further cash incentives to provide usage data back to Mitsubishi the system will pay for itself in approximately six years. There will be no requirement for an annual gas safety check / boiler service which will also save money

RS asked if consideration had been given to a backup heating system in case of failure. BC pointed out that we have no back up system for the existing gas boiler.

JB felt that changing to this type of heating was the right thing to do in terms of costs savings, and suggested an Air Source Heat Pump system should be purchased and that two further quotes should be obtained and circulated to all directors.

5. Finance Reports

5.1 BL presented the finance and Operational Expenditure reports. BL explained the reasons for the variances to the satisfaction of the Directors, adding that income has been higher than forecast as new homes are being built at a faster rate than was expected.

5.2 Our auditors (Streets) are due on site later this month to examine the accounts for the year ending 31st March 2017 to prepare them for the annual audit.

6. Directors' Items

6.1 Sport Pitches Update

6.1.1 JF gave a brief update advising that there had been recent communication between BC and the planners as the planners required confirmation that the drawing submitted by Kier was for a 3G synthetic pitch (the surface had not been specifically labelled on the drawing).

6.1.2 JF felt the three-way communication loop between The Trust, Kier and SKDC is inadequate and suggested that RR might be able to help with this. Other than that, there are no negatives with the current state of affairs and progress is positive, albeit slower than hoped for. BC agreed to raise the matter with RR.

Action: BC

6.1.3 JF advised that if outline planning permission is obtained, a meeting will be required with Kier to discuss finances.

6.2 Potential new staff member

6.2.1 JB has emailed other directors to canvas their ideas for the range of duties that could be undertaken by a new member of staff in terms of general estate maintenance and upkeep as this will be essential to determine the hours of employment that might be required for the post.

6.2.2 BC advised that some elements of PE's work are expected to be passed to CGM when he reduces his hours next year. PE is of the opinion that as some of the work he undertakes is seasonal, there may be insufficient hours for a new full time post.

6.2.3 JB requested that all Directors email BL with their ideas so that she can collate them for discussion at the next meeting.

Action: All Directors /BL

7. Any Other Business

7.1 PK suggested having a map / schedule available to show where PE is working at any given day and time as he is very popular among residents and children enjoy watching him work. BC felt this would not be possible as PE's schedule was largely dictated by the weather and ground conditions, so had to be very flexible. BC thought it might be possible to do something in the school's summer holidays when children might be able to follow Peter when he is undertaking some conservation activities, and will ask PE for his opinion on this.

Action: BC

7.2 PK has been approached by some residents to see if any land might be available for allotments as the council's waiting list for an allotment is approximately four years. BC advised that no land had been allocated for allotments on the Masterplan. In the discussion that followed, PK suggested that the land between The Trust and the school might be used temporarily for allotments and she had been led to understand that it may not be developed until around five years' time.

7.3 PF thought that there would be little interest in short term allotments but wondered if the land could be used as a 'community garden' to benefit all residents until the land is developed. PK agreed to contact DB to see if Kier might support this idea.

Action: PK

7.3 BC asked if SR had any information on the progress of the Legionella Risk Assessment that had been carried out. SR replied that he had not received the report as yet but will contact the company and hasten them.

Action: RS

7.4 PF said he had received an email from somebody associated with Leicester City Football Club wanting to hire The Centre on a Saturday morning for football practice for 2 to 7 year olds. BC explained that the hall is already used on a Saturday morning by a regular hirer and added that in any case, the building was not designed for, nor is suitable for ball games. JB advised he had received the same email and offered to respond to the enquiry.

Action: JB

7.5 JB advised that the Events Group had received a very poor response to their request for extra volunteers to assist at Picnic In The Park this year and asked all present to consider helping this year.

BC said that he has spoken to and subsequently emailed the Commanding Officer of the Bourne Army Cadet Force Detachment to see if they could assist on the day.

BC also suggested obtaining a dunking stool to offer residents the opportunity to 'Dunk a Director' on the day. Some Directors appeared to favour the idea more than others! PK said she had some contacts who might be able to source a dunking stool and offered to investigate.

Action: PK

7.6 JB advised that an unsolicited email had been received from a resident offering to act in a (paid) consultancy role to review Trust processes and procedures and suggest improvements and efficiencies. BL had sent a holding response, and JB said that the matter had already been discussed by some board members ahead of the meeting. In the short discussion that followed, all present agreed that external consultancy was not required, and JB offered to send a formal response.

7.7 JB thanked the directors for all their efforts and for being such a pleasure to work with.

8. Date of next meeting

The next meeting will take place on Thursday 1st June 2017.

There being no other business, the meeting closed at 21:00

Report to: Elsea Park Community Trust Board

Date: Friday 5th May 2017

Subject: Management Report

From: Barry Cook – Community Trust Manager

1. Pedestrian Link between Salisbury Gardens and South Road

Pending final confirmation from LCC Highways that they have no objections to the path being laid, now that the weather has improved and ground conditions are dryer (reducing the risk of trips and slips due to mud etc) Kier are proposing to:

- Strim the area, remove the Heras fence at either end and reopen the link as it stands as soon as practicable.
- Install a wooden-edged “hoggin” path
- Install qty 4 low level solar lighting bollards along the path

This is conditional on The Trust accepting responsibility for that area as soon as the path is completed, and I have confirmed in writing that we are happy to do this ahead of the legal transfer and that we will maintain that area at our expense until legal transfer. At the appropriate time, PE will plant the whole area between the sides of the path and the adjacent garden fences / homes with low lying shrubs to encourage users to stay on the path itself.

2. Proposed Bus Stop

No further progress.

3. Staff Training.

KB, BC, BL, LS, and ER are now all enrolled and have commenced their respective courses.

4. Staff Appraisals

These will be completed this month (rather than April as planned).

5. Air Source Heating System

I met with a supplier yesterday to discuss replacing the existing gas boiler with an Air Source Heat Pump system to eliminate our gas bill and take advantage of the government Renewable Heat Incentive. The initial indications are that The Trust could replace the heating system at no cost whatsoever as the costs of the supply and installation would be exceeded by the RHI payments. I hope to receive a formal quote from the supplier in time for the meeting.



Item	2017 Budget	Year to date Budget 01/04/2017 - 30/04/2017	Year to Date Expenditure 01/04/2017 - 30/04/2017	Year to date Variance + / -	Remaining Budget 01/05/2017- 31/03/2018	Full Year Budget minus Full year Expenditure	April 17 Budget	April 17 Expenditure	Variance + / -	Notes
Office Staff Salaries	75,000.00	5,665.00	5,655.56	9.44	69,335.00	69,344.44	5,665.00	5,655.56	9.44	
Employers NI & Pension	11,900.00	615.00	530.61	84.39	11,285.00	11,369.39	615.00	530.61	84.39	
Agency	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Staff Training & Other Staffing costs (literature,Brochure)	1,000	83.00	64.15	18.85	917.00	935.85	83.00	64.15	18.85	
Franking	2,000	167.00	60.00	107.00	1,833.00	1,940.00	167.00	60.00	107.00	
Office Stationery	2,491	207.00	0.00	207.00	2,284.00	2,491.00	207.00	0.00	207.00	
Travel & Subsistence	200	17.00	0.00	17.00	183.00	200.00	17.00	0.00	17.00	
Telephone/Mobile and Internet	2,000	167.00	225.28	-58.28	1,833.00	1,774.72	167.00	225.28	-58.28	
Website, IT and Software	4,000	333.00	121.14	211.86	3,667.00	3,878.86	333.00	121.14	211.86	
Membership & Subscription	492	41.00	0.00	41.00	451.00	492.00	41.00	0.00	41.00	
Audit and Accountancy Fees	4,100	342.00	39.00	303.00	3,758.00	4,061.00	342.00	39.00	303.00	
Legal Fees (Court action)	1,000	83.00	0.00	83.00	917.00	1,000.00	83.00	0.00	83.00	
Professional Fees	2,320	193.00	0.00	193.00	2,127.00	2,320.00	193.00	0.00	193.00	
Insurance	3,800	0.00	0.00	0.00	3,800.00	3,800.00	0.00	0.00	0.00	
Noticeboards	10,000	0.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00	0.00	
Sports Facilities	10,000	0.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00	0.00	
Miscellaneous Expenditure	1,000	83.00	0.00	83.00	917.00	1,000.00	83.00	0.00	83.00	
Trust Community Grants	1,000	83.33	0.00	83.33	916.67	1,000.00	83.33	0.00	83.33	
Anniversary Weekend & other events	2,000	0.00	0.00	0.00	2,000.00	2,000.00	0.00	0.00	0.00	
Charges (card machine, harlands, bank)	11,000	917.00	65.29	851.71	10,083.00	10,934.71	917.00	65.29	851.71	
Proportioned Centre Costs	4,537	378.00	378.00	0.00	4,159.00	4,159.00	378.00	378.00	0.00	
Depreciation allowance	35,000	0.00	0.00	0.00	35,000.00	35,000.00	0.00	0.00	0.00	
Contribution of The Centre	26,100	2,175.00	2,175.00	0.00	23,925.00	23,925.00	2,175.00	2,175.00	0.00	
Trust Totals	215,040.00	11,891.33	9,314.03	2,577.30	203,148.67	205,725.97	11,891.33	9,314.03	2,577.30	

Operational Groundsman Budget

Salaries	20,500.00	1,798.00	1,797.25	0.75	18,702.00	18,702.75	1,798.00	1,797.25	0.75	
Employers NI	1,700.00	156.00	154.01	1.99	1,544.00	1,545.99	156.00	154.01	1.99	
Grounds Maintenance Contract	35,000.00	1,917.00	2,194.12	-277.12	33,083.00	32,805.88	1,917.00	2,194.12	-277.12	
Equipment Hire	513	0.00	30.00	-30.00	513.00	483.00	0.00	30.00	-30.00	
Repairs and Renewals	3,800	0.00	0.00	0.00	3,800.00	3,800.00	0.00	0.00	0.00	
Ditch & Dyke Maintenance, Fence repairs and replacements	30,500	0.00	0.00	0.00	30,500.00	30,500.00	0.00	0.00	0.00	
Habitat Ponds	8,000	0.00	0.00	0.00	8,000.00	8,000.00	0.00	0.00	0.00	
Arboricultural Survey & Tree maintenance	1,000	0.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00	
Landscaping Projects (New works)	5,000	417.00	45.00	372.00	4,583.00	4,955.00	417.00	45.00	372.00	
Fuel, Oil and Water	500	42.00	0.00	42.00	458.00	500.00	42.00	0.00	42.00	
Vehicle Insurance	1,097	0.00	0.00	0.00	1,097.00	1,097.00	0.00	0.00	0.00	
Bird boxes & Wildlife goods	1,968	0.00	0.00	0.00	1,968.00	1,968.00	0.00	0.00	0.00	
Play ground inspection	700	0.00	0.00	0.00	700.00	700.00	0.00	0.00	0.00	
Groundsman Totals	110,278.00	4,330.00	4,220.38	109.62	105,948.00	106,057.62	4,330.00	4,220.38	109.62	

Operational The Centre Budget

Staff salaries	26,000	2,445.00	2,275.20	169.80	23,555.00	23,724.80	2,445.00	2,275.20	169.80	
Employers NI	1,600	57.00	46.53	10.47	1,543.00	1,553.47	57.00	46.53	10.47	
Youth Activities	506	42.00	0.00	42.00	464.00	506.00	42.00	0.00	42.00	
PRS & Licenses	1,500	580.00	576.62	3.38	920.00	923.38	580.00	576.62	3.38	
Advertising, Communications & Printing	456	38.00	0.00	38.00	418.00	456.00	38.00	0.00	38.00	
The Centre repairs,renewals, maintenance	8,500	708.00	374.33	333.67	7,792.00	8,125.67	708.00	374.33	333.67	
Business Rates	11,775	1,177.00	1,177.43	-0.43	10,598.00	10,597.57	1,177.00	1,177.43	-0.43	
Water	1,800	150.00	31.55	118.45	1,650.00	1,768.45	150.00	31.55	118.45	
Gas	2,000	167.00	0.00	167.00	1,833.00	2,000.00	167.00	0.00	167.00	
Electric	1,000	83.00	909.66	-826.66	917.00	90.34	83.00	909.66	-826.66	
Cleaning	1,500	125.00	68.45	56.55	1,375.00	1,431.55	125.00	68.45	56.55	
Centre Totals	56,637.00	5,572.00	5,459.77	112.23	21,115.00	52,100.00	5,572.00	5,459.77	112.23	

Combined Expenditure Totals	381,955.00	21,793.33	18,994.18	2,799.16	34,348.00	351,318.00	21,793.33	18,994.18	2,799.16	
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Income 2017/2018

	Full Year Predicted Income 2017	Year to date Budget 01/04/2017 - 30/04/2017	Year to Date Income 01/04/2017 - 30/04/2017	Year to date Variance + / -	Remaining Budget 01/05/2017- 31/03/2018	Full Year Budget minus Full year Income	April 16 Budget	April 16 Income	Variance + / -	Notes
The Trust income										
Annual charge	-385,609.00	-354,142.00	-308,527.67	-45,614.33	-31,467.00	-77,081.33	- 354,142.00	-308,527.67	-45,614.33	
Administration fees	-12,000.00	-1,200.00		-1,200.00	-10,800.00	-12,000.00	- 1,200.00	-1,950.00	750.00	
Club contribution for Youth Worker	-950.00	-80.00	0.00	-80.00	-870.00	-950.00	-80.00	0.00	-80.00	
Other	0.00	0.00			0.00	0.00	0.00	0.00	0.00	
The Trust Total income NET	-398,559.00	-355,422.00	-308,527.67	-46,894.33	-43,137.00	-90,031.33	-355,422.00	-310,477.67	-44,944.33	
The Centre income										
Proportioned Centre Costs (income)	-4,537.00	-378.00	-378.00	0.00	-4,159.00	-4,159.00	- 378.00	-378.00	0.00	
Trust subsidy	-26,100.00	-2,175.00	-2,175.00	0.00	-23,925.00	-23,925.00	- 2,175.00	-2,175.00	0.00	
Avalon bookings	-26,000.00	-2,167.00	-2,174.00	7.00	-23,833.00	-23,826.00	- 2,167.00	-2,174.00	7.00	
The Centre Total income NET	-£56,637.00	-4,720.00	-4,727.00	7.00	-51,917.00	-51,910.00	- 4,720.00	-4,727.00	7.00	
Total Income	-455,196.00	-360,142.00	-313,254.67	-46,887.33	-95,054.00	-141,941.33	-360,142.00	-315,204.67	-44,937.33	
Net Expenditure	-73,241.00	-338,348.67	-294,260.49	-44,088.17	-148,432.80	-148,432.80	-338,348.67	-296,210.49	-42,138.17	

Ring fenced Accounts

Green Fund Total @ 1st April 2017	39,496.00	852.00
Green Fund Expenditure from 2016/2017	0.00	
Total remaining fund	39,496.00	

Report to: Elsea Park Community Trust Board Meeting

Date: Thursday 11th May, 2017

Subject: Finance Report

From: Bea Laidler – Finance Officer

1.0 Creditors

Creditors @ 30th April 2017 stands at £4,164.74 which, have all been settled in May 2017

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

April 17 budget	£	16,221
Actual Expenditure 1 st April – 30 th April 2017	£	13,534
Variance (+/-)	£	2,687

3.0 Income Invoiced - Annual Community Trust Charge

April 17 budget	£	-355,422
Actual Income 1 st April – 30 th April 2017	£	-308,528
Variance (+/-)	£	-45,614

4.0 The Centre Performance

April 17 budget	£	0
Actual Expenditure 1 st April – 30 th April 2017	£	5,572
Actual Income 1 st April – 30 th April 2017	£	-4,720
Variance (+/-)	£	852