



AGENDA
Elsea Park Community Trust Board Meeting
Thursday 1st June 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 11^h May 2017	JB
19:15	3 Matters arising from the Minutes	All
19:30	4 Management report	BC
19:50	5 Monthly Finance Report	BC /BL
20:05	6 Directors Items	All
	6.1 Sports Pitches Update	JF
	6.2 Potential new staff member	JB
20:30	7 Any Other Business	All
20:45	8 Date of the next meeting: Thursday 6th July 2017	All

**Elsa Park Community Trust Board Meeting Minutes
Thursday 1st June 2017**

Present:		
Jono Brough	JB	Owner Director (Chair)
Michael Marren	MM	Owner Director (Vice Chair)
Sylwester Rzeminski	SR	Owner Director
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, James Fordham, Jo Derrick, Robert Reid, Paul Fellows and Dan Browne.

2. Minutes from the Previous Meeting Held on 11th May 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 JB enquired if further quotes for air source heating had been received. BC said that no official quotes have been received although a similar verbal quote was given. Due to the specialised nature of the heating systems, perhaps two quotes will be sufficient.

3.2 BC asked if a report has been submitted by the company carrying out the legionella testing to which SR responded that he had not heard anything but will follow up again.

3.3 PK updated the Board regarding her conversation with Kier in respect of using land beside The Centre for allotments until Kier require the land for development. However, the cost

of securing the land with fencing etc is not feasible and outweigh the benefits. BC said that when the land, possibly with buildings is transferred to The Trust, there may be land available for a community garden.

3.4 PK is not able to procure a 'dunking stool' for the Picnic in the Park.

4. Management Report

BC gave the following updates from his report:

4.1 Kier have removed the Heras fencing enabling residents to use the link between Salisbury Gardens and South Road but work on the path has not yet commenced.

4.2 Ian Sismey, The Bourne Town Council Clerk has no further news on the bus stop.

4.3 BC has been in further discussion with Barrett homes regarding the POS transfer.

4.4 PE thinks that with the grass growing so quickly it needs to be cut shorter. He will speak with the contractors when they are next on site.

4.5 The new Pan/Tilt/Zoom camera has now been ordered and installation expected mid-June.

4.6 All staff appraisals have been completed except for two which will be carried out by the end of June.

4.7 No responses have been received to the actions taken except for item 7.3 (regarding the Wheelie Bins complaint).

5. Finance Reports

5.1 BL presented the Finance and Operational Expenditure reports for May at the last Board meeting. An analysis of debtors was presented. Of the invoices sent out for 2017/18, 31.4% of properties have paid, 45.5% of households are paying by direct debit, leaving 17.9% requiring reminder letters to be sent. In the case of 0.3% properties, we will be approaching the homeowner's mortgage company to request settlement the debt. Any properties having an outstanding debt of less than £40 (usually due to completing very early in the charging year) which will see that negative balance remain on their account for collection next year.

5.2 BL has approached three companies to tender for three-year audit service. Of the three companies, Price Bailey submitted a very high estimate, Bulley Davey produced the lowest quote (and have a good reputation) and our current auditors (Streets) submitted a comparable (if slightly higher quote). With Streets having provided an excellent service over the past four years, The Board felt that providing there were no governance issues with renewing the contract with them that Streets should be reappointed. JB offered to research the matter, and advise directors by email of his findings. The decision will then be made by Directors via email.

Action: Directors

6. Directors' Items

6.1 Sport Pitches Update

6.1.1 In the absence of JF, BC said that JF had contacted James Griffiths (of Kier) who confirmed that the variation to the masterplan had been approved by SKDC on 25th May 2017. JF has already requested a meeting with Kier to take the project forward to the next stage. BC advised that the consultants have previously said that the lead time from order to delivery of the facility would typically be around eighteen months

Action: JF

6.1.2 PK voiced concerns from residents that they will be footing the bill for the new pitch without having use of the facility. BC gave a reassurance that the timetable will include sessions programmed in for residents allowing them to use the facility without charge.

6.1.3 BC stated that several young persons have asked if another basketball area can be built as the one by The Centre is well used by older children who will not allow the younger ones to join in. He had advised them that when the new NEAP is provided by Barratt Homes it will include a small football pitch which will reduce the pressure on the NEAP at The Centre.

6.2 Potential new staff member

6.2.1 JB has emailed directors proposing roles and responsibilities for the potential new member of staff which includes litter picking, updating the noticeboards, play area inspections, elements of grounds maintenance and wildlife monitoring and relief caretaking. PE has been consulted and is fully supportive of the proposal.

6.2.2 JB has asked everyone to add their suggestions and email them to BL to collate.

Action: All Directors /BL

6.2.3 JB/BC will prepare a job description within the next two weeks.

Action: JB/BC

7. Any Other Business

7.1 PK advised that Facebook is well used and there have been a number of comments posted, particularly on the Elsea Park Residents page, albeit that some are quite negative. BC said that he sometimes responds to the more important posts outside of work, but that staff aren't able to respond to all the posts. It should be noted that the page is run by and for residents, and is not under the control of The Trust

7.2 PK said that residents have suggested starting a Neighbourhood Watch with window signs for Neighbourhood Watch and No Cold Calling. BC will prepare a Facebook post requesting residents' thoughts and input.

Action: PK/BC

7.3 BL is to investigate the benefits and disadvantages of buying or leasing a van with a side opening to allow PE to transport the ride-on mower to new open spaces once they have been transferred to The Trust.

Action: BL

7.4 Ransomware Virus

7.4.1 BC reported that The Trust was effected by the Ransomware virus. BC managed to recover all the files from backups with the exception of the software which controls the access to the electronic locks by regular hirers. This only affects the issue of new cards, and the supplier has agreed to support us in the reinstallation of the software by the end of this month.

7.4.2 The computer infected was one that is over six years old, Windows updates had failed but no notifications had appeared. The Trust has purchased a new computer and the infected one will be sanitised and made available for Centre users.

7.4.3 BC informed the Action Fraud team of the Police who have logged the incident and will contact BC for any further information. The Action Fraud team has assured BC that he has done everything possible to ensure the virus was eradicated.

7.5 Broken Glass on the play area beside The Centre

7.5.1 BC reported that there had been a problem with broken glass on the play area. An incident occurred whereby a child cut their hand and a similar incident occurred a few days later. Both incidents have been reported to our insurer.

7.5.2 PE will inspect the play area adjacent to The Centre each morning Monday to Friday and the Caretaker will check for broken glass at weekends and Bank Holidays. If no caretaker is available, BC will carry out the inspection himself.

7.6 Residents are concerned about drivers speeding through the development. BC has suggested a portable active speed sign which can be deployed around the development. The Board gave their approval and BL has been tasked to obtain up to date costs.

Action: BL

7.7 JB informed the Board that JW has resigned and a Good Luck card is being circulated.

7.8 Picnic in the Park

7.8.1 PK said that there will be a briefing for all Picnic in the Park volunteers.

7.8.2 JS from the Events Team will produce a timeline of events detailing the timings for each volunteer.

Action: JS

7.8.3 PK advised that there was a shortage of volunteers to supervise the bouncy castle and wondered if the supplier also provide a helper. BC offered to contact Bourne Fun to see if they could provide (paid) staff to supervise the inflatable.

Action: BC

7.9 JB announced that Directors have received an invitation from Ian Sismey, Town Clerk to the Bourne Town Council Civic Service on Sunday 25th June 2017 at 11.00am.

7.10 JB will be responding to SR regarding the The Trust's 3 and 5 year plan and it's mission statement. This will be discussed at a future Board meeting. Everyone was asked to look back on previous emails regarding this subject.

Action: All

8. Date of next meeting

The next meeting will take place on Thursday 6th July 2017.

There being no other business, the meeting closed at 20:40

Report to: Elsea Park Community Trust Board

Date: Friday 26th May 2017

Subject: Management Report - June 2017

From: Barry Cook – Community Trust Manager

1. Pedestrian Link between Salisbury Gardens and South Road

Kier have received a formal response from LCC Highways advising they have no objections to the proposal to lay a “hoggin path” and have now commenced clearing the area for work to commence on the new path.

2. Proposed Bus Stop

I await an update from Ian Sismey following his recent meeting with LCC Highways

3. Land Transfers

Barratt Homes have finally got back to me and I hope to meet with them on site (again) in the near future to finalise the remedial work required prior to the transfer of Little Garth and LEAP on Great Leighs to The Trust

4. Grass Cutting

5. CCTV Installation

I have received details of the Pan / Tilt / Zoom Camera recommended by ABUS to offer extended cover of the play area to the south of The Centre. The camera costs approximately £750 (whilst this is only slightly more expensive than two fixed cameras, it will offer increased night vision capability).

Board Decision Required

6. Staff Appraisals

The interim appraisals will be completed by the end of this month.

7. Complaints

The Official Complaints form has now been available online and at The Centre for several months, so I thought it useful to share the complaints we have received since it was introduced and the action that we have taken.

7.1 Condition of The Wake Pond and The Diseased Fish (September 2016)

I advised the complainant that the pond is still owned and managed by Kier and I outlined the action Kier had taken to repair the fountains, assess the condition of the fish, and treat the fish in accordance with the recommendations of their specialist contractor.

7.2 Inconsiderate Parking throughout The Development (January 2017)

The complaint was regarding double parking, obstruction of pavements, access for the emergency services, and missed bin collections due to the refuse lorry being unable to access certain roads.

I advised that whilst The Trust have no control over this, that we remind people of their obligation to park with consideration at every opportunity we get. I added that I would raise the matter again with the NPT and ask them if they would keep an eye on the specific areas mentioned in the complaint (this was subsequently done).

I also offered to redact the personal details of the complainant and forward the complaint in full to the NPT, but that I would await the permission of the complainant before doing so. I received no response to my email.

7.3 Wheelie Bins left at the front of Properties and on the pavement (January 2017)

The complainant said that many bins on a particular road within the development are left out all the time rather than only being put out on collection days.

I contacted SKDC who agreed to write to all households in the area of concern.

7.4 Traffic cone and notice board dumped in the wake pond (May 2017)

I advised the complainant that PE had already tried to remove the items following a report we received the previous week but that he had been unable to do so.

I also stated that we had already referred their matter to Kier, and that I would hasten them, but that as there were no Health and Safety considerations that they were unlikely to treat the matter as a priority.

7.5 Salisbury Garden Link to South Road (May 2017)

A resident of one of the roads near Salisbury Garden is concerned that noise and disturbance will increase when a proper path is established as this was apparent when the link was opened again last year. That said, the resident mentioned that they found the link very useful when wanting to walk to or from town.

I replied that the path was originally an agricultural right of way and that many residents wanted to see a proper link established, as per the original Masterplan which showed a pedestrian footway. I attached a section of the 2001 Masterplan that clearly showed a path was planned to serve that part of Elsea Park.

The complainant thanked me for the explanation, and said they would buy some ear plugs when the path reopened!

Debtor summary

£

Total outstanding 893 **223,364.91**

Explanation of debtor	No of debtors	Value of debt
Direct debits	583	148,547.70
Paid	13	4,582.66
Debts under £40	47	589.00
2017 Purchases	13	949.27
Credit to be issued	1	286.06
Chase letters to be issued	224	60,788.09
Approach mortgage companies	4	4,599.01
Send chase letters with view to approach mortgage company	8	3,023.12
	893 £	223,364.91