



AGENDA
Elsea Park Community Trust Board Meeting
Thursday 6th July 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
19:30	4 Management report	BC
19:45	5 Monthly Finance Report	BC /BL
20:00	6 Directors Items	All
	6.1 Sports Pitches Update	JF
	6.2 Potential new staff member	JB
	6.3 Trust van	BL
20:30	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 6th July 2017**

Present:		
Jono Brough	JB	Owner Director (Chair)
Michael Marren	MM	Owner Director (Vice Chair)
James Fordham	JF	Owner Director
Jo Derrick	JD	School's Representative/Owner Director
Cllr Robert Reid	RR	SKDC 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, Paul Fellows, Sylwester Rzeminski and Dan Browne.

2. Minutes from the Previous Meeting Held on 1st June 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 PE had spoken to the contractors regarding cutting the grass shorter but due to the very dry weather, it's thought that this may not be appropriate at the moment as the grass is scorched in places.

3.2 There has been one missed cut (due to the mower breaking down) so we will be asking CGM for an additional cut later in the year.

4. Management Report

BC gave the following updates from his report:

4.1 There is no further update regarding the pedestrian link between Salisbury Gardens and South Road. People are using it as a cut through, and with the stile having broken, the gate has been forced.

4.2 The Bourne Town Council Clerk has arranged a meeting with LCC Highways on 27th July 2017 to discuss the proposed bus stop. The meeting will be held at the Town Hall and BC has been invited. PF advised he will also be in attendance.

Action PF

RR advised he would also like to attend the meeting in his capacity as a County Councillor and may be able to assist. It was suggested that LCC Highways be requested to consider a reduction in the speed limit on Raymond Mays Way as this would mean the bus stop (and any future bus stops) would not require a lay by. RR agreed to make enquires at the County Council.

Action RR

4.3 Barratt David Wilson Homes are trying to transfer Little Garth and the Great Leighs play area to The Trust. BC stated there are still a number of issues holding up the transfer including the fence and second gate on the play area.

The Trust is still trying to get the Oak Spring Gardens play area open, and Taylor Wimpey suggested that if we took over the remedial landscaping works, they would pay for the materials and labour. BC agreed, however, when PE mowed the grass, he found some major trip hazards with the safety matting, and advised against the play area being opened until this is resolved. BC agreed, and contacted TW and retracted the offer.

4.4 The new PTZ camera has been installed on the southern side of The Centre overlooking the LEAP and NEAP and there have been no further instances of broken glass.

4.5 BC and the directors left the meeting to view the NEAP and LEAP to view areas where the safety matting could be replaced by Fibrefall. When the meeting resumed, it was proposed by JB, and seconded by JD that Fibrefall be poured under each piece of play equipment. The vote was carried unanimously, and BC was instructed to place the order.

Action BC

4.6 BC had arranged for the automatic doors to be serviced and fitted with push pads to improve disabled access. During the servicing, a major fault with one of the doors was identified which will require replacement parts to effect repairs.

5. Finance Reports

5.1 BL presented the Finance and Operational Expenditure reports for June. All expenditure is within budget and National Insurance is in credit for the month of June due to the 'Small Company's Allowance' claimed retrospectively from April 2017.

5.2 The second reminder is due to be sent to outstanding debtors next week.

Action BL

6. Directors' Items

6.1 Sport Pitches

6.1.1 JF advised there is no update as Kier have not responded to the request for dates for the next meeting. BC suggested that offering to meet at Kier's Offices in Tempsford may help, and he agreed to contact DB

Action: JF/BC

6.1.2 RR advised he would like to attend the meeting in his role as District Councillor and would also like a meeting later in the year to discuss the direction of the development and build a two-year time frame so he can nurture the planning with SKDC.

6.2 Potential new staff member

6.2.1 JF agreed to prepare a Job Description for the Park Warden/Relief Caretaker.

Action: JF

6.2.2 JF suggested that an agency may be able to find a candidate on a 'Temp to Perm' basis and offered to make some enquires.

Action: JF

6.3 Purchase of a Van

6.3.1 BL had researched a vehicle leasing agreement but had discounted it due to the costs and probable penalties for damage. The van is to be a working vehicle and because of the nature of cargo being transported, may suffer a few minor knocks over its lifetime.

6.3.2 BL had researched a number of used vans that are currently available but after checking the required dimensions with PE, only two were suitable. The two options were a Renault Traffic and a Ford Transit Custom. After much discussion and a personal recommendation from RR, the Board agreed to the purchase of the Ford Transit Custom.

6.3.3 BL will arrange for a qualified IMI mechanic to assess the van for road worthiness. Although the Ford Transit has another two years manufacturer's warranty, this does not cover 'unreasonable wear and tear'.

Action: BL

6.3.4 JB asked BL to compare prices of other Ford Transits prior to making the purchase.

Action: BL

7. Any Other Business

7.1 BL had been requested to research interactive speed signs for consideration. BC said that it would be essential to obtain a sign that recorded speed, and JB felt that it should also capture VRN's if possible. It was decided to review this matter when a sign that records speeds and incorporates a camera is available. BL will monitor this.

Action: BL

7.2 PK advised that she is the Chair of the newly formed group called Oak Family Entertainment. PK said there are ten people on the committee, who have a good rapport, interact well and that they “have a good vibe”. The first event planned is a barbecue on 20th August 2017.

7.3 BC advised he had taken part in a Webinar on the General Data Protection Regulations (GDPR) in preparation for their introduction next year. He advised that a data review / cleansing exercise was currently taking place. He added that he was investigating upgrading the OS of The Trust’s computers to Windows 10 Pro as it incorporates Bit locker and will provide full disk encryption.

7.4 JB asked if there is another newsletter being produced as he will write an article for inclusion. BC said he expected the next Newsletter to be published towards the end of August.

Action: JB

7.5 It was agreed that this year’s Annual General Meeting will take place on Wednesday 11th October. Advance notification will be included in the Newsletter.

Action: BC

7.6.1 The Elsea Park Residents Facebook page (run by residents) has shown a lot of support for a Fish & Chip van to visit the development, and some residents have suggested it be allowed to operate from The Centre’s car park. BC advised the owner had requested this a couple of years ago, but The Board decided not to grant permission due to concerns around litter, noise and cooking smells which might cause nuisance to residents living adjacent to The Centre. There would also be an impact on the number of parking spaces available to evening hirers using The Centre.

7.6.2 BC said that he had accompanied the owner to two other potential sites owned by The Trust, but these were ruled out by the owner as they weren’t central enough.

7.6.3 JB pointed out that The Trust have no say on the matter if a licenced vendor chooses to operate from any roadside location within Elsea Park.

8. Date of next meeting

The next meeting will take place on Thursday 4th August 2017.

There being no further business, the meeting closed at 21:30.

Report to: Elsea Park Community Trust Board

Date: Friday 30 June 2017

Subject: Management Report – July 2017

From: Barry Cook – Community Trust Manager

1. Pedestrian Link between Salisbury Gardens and South Road

There has been no further work on the new link.

2. Proposed Bus Stop

This is still with LCC Highways.

3. Land Transfers

Barratt Homes have been advised in detail (once again) of all the remedial work that is required before the land transfer of POS on the DWH development can take place.

4. CCTV Installation

The Pan / Tilt / Zoom Camera has been installed to cover the LEAP and NEAP adjacent to The Centre and is now in use.

5. Centre LEAP & NEAP Maintenance

The LEAP and NEAP are now experiencing really heavy use and BC has requested a quote from a supplier to replace the grass safety matting under some of the apparatus with “Fibrefall” all weather surfacing (it is a durable hard-wearing resin bonded rubber mulch). It is hoped that the quote will be received before the meeting for consideration by The Board.

Report to: Elsea Park Community Trust Board Meeting

Date: Thursday 6th July, 2017

Subject: Finance Report

From: Bea Laidler – Finance Officer

1.0 Creditors

Creditors @ 31st May 2017 stands at £14,368.97 which, includes business rates outstanding of £9,421. All other creditors have all been settled in June 2017

2.0 Summary Operational Report 2017/2018 - Variances and Other Assumptions

May 17 budget	£	32,455
Actual Expenditure 1 st April – 31 st May 2017	£	28,761
Variance (+/-)	£	3,697

3.0 Income Invoiced - Annual Community Trust Charge

May 17 budget	£	-359,592
Actual Income 1 st April – 31 st May 2017	£	-377,050
Variance (+/-)	£	17,458

4.0 The Centre Performance

May 17 budget	£	0
Actual Expenditure 1 st April – 31 st May 2017	£	10,798
Actual Income 1 st April – 31 st May 2017	£	-11,815
Variance (+/-)	£	1,017



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 +/-	May 17 Budget	May 17 Expenditure	Variance +/-	Notes
Office Staff Salaries	75,000.00	11,330.00	11,311.13	18.87	63,670.00	63,688.87	5,665.00	5,655.56	9.44	5,665.00	5,655.56	9.44	
Employers NI & Pension	11,900.00	1,230.00	1,061.22	168.78	10,670.00	10,838.78	615.00	530.61	84.39	615.00	530.61	84.39	
Staff Training & Other Staffing costs	1,000	166.00	184.15	-18.15	834.00	815.85	83.00	64.15	18.85	83.00	120.00	-37.00	
(literature, Brochure)	4,100	684.00	0.00	684.00	3,416.00	4,100.00	342.00	0.00	342.00	342.00	0.00	342.00	
Franking	2,000	334.00	60.00	274.00	1,666.00	1,940.00	167.00	60.00	107.00	167.00	0.00	167.00	
Office Stationery	2,491	414.00	0.00	414.00	2,077.00	2,491.00	207.00	0.00	207.00	207.00	0.00	207.00	
Travel & Subsistence	200	34.00	0.00	34.00	166.00	200.00	17.00	0.00	17.00	17.00	0.00	17.00	
Telephone/Mobile and Internet	2,000	334.00	347.47	-13.47	1,666.00	1,652.53	167.00	225.28	-58.28	167.00	122.19	44.81	
Website, IT and Software	4,000	666.00	172.73	493.27	3,334.00	3,827.27	333.00	121.14	211.86	333.00	51.59	281.41	
Membership & Subscription	492	82.00	152.50	-70.50	410.00	339.50	41.00	0.00	41.00	41.00	152.50	-111.50	
Audit and Accountancy Fees	4,100	684.00	789.00	-105.00	3,416.00	3,311.00	342.00	39.00	303.00	342.00	750.00	-408.00	
Legal Fees (Court action)	1,000	166.00	9.00	157.00	834.00	991.00	83.00	0.00	83.00	83.00	9.00	74.00	
Professional Fees	2,320	386.00	0.00	386.00	1,934.00	2,320.00	193.00	0.00	193.00	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	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	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	0.00	0.00	0.00	
Miscellaneous Expenditure	1,000	166.00	11.50	154.50	834.00	988.50	83.00	0.00	83.00	83.00	11.50	71.50	
Trust Community Grants	1,000	83.33	0.00	83.33	916.67	1,000.00	83.33	0.00	83.33	0.00	0.00	0.00	
Anniversary Weekend & other events	2,000	0.00	0.00	0.00	2,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
Charges (card machine, harlands, bank)	11,000	1,834.00	453.87	1,380.13	9,166.00	10,546.13	917.00	65.29	851.71	917.00	388.58	528.42	
Proportioned Centre Costs	4,537	854.40	982.92	-128.52	3,682.60	3,554.08	427.20	548.96	-121.76	427.20	433.96	-6.76	
Depreciation allowance	35,000	0.00	0.00	0.00	35,000.00	35,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
Contribution of The Centre	26,100	4,350.00	4,350.00	0.00	21,750.00	21,750.00	2,175.00	2,175.00	0.00	2,175.00	2,175.00	0.00	
Trust Totals	215,040.00	23,797.74	19,885.48	3,912.26	191,242.26	195,154.52	11,940.54	9,484.99	2,455.55	11,857.20	10,400.49	1,456.71	

Operational Groundsman Budget

Salaries	20,500.00	3,596.00	3,594.50	1.50	16,904.00	16,905.50	1,798.00	1,797.25	0.75	1,798.00	1,797.25	0.75	
Employers NI	1,700.00	312.00	308.02	3.98	1,388.00	1,391.98	156.00	154.01	1.99	156.00	154.01	1.99	
Grounds Maintenance Contract	35,000.00	3,834.00	4,418.24	-584.24	31,166.00	30,581.76	1,917.00	2,194.12	-277.12	1,917.00	2,224.12	-307.12	
Equipment Hire	513	0.00	30.00	-30.00	513.00	483.00	0.00	30.00	-30.00	0.00	0.00	0.00	
Repairs and Renewals	3,800	0.00	51.57	-51.57	3,800.00	3,748.43	0.00	0.00	0.00	0.00	51.57	-51.57	
Ditch & Dyke Maintenance, Fence repairs and replacements	30,500	0.00	293.05	-293.05	30,500.00	30,206.95	0.00	0.00	0.00	0.00	293.05	-293.05	
Habitat Ponds	8,000	0.00	0.00	0.00	8,000.00	8,000.00	0.00	0.00	0.00	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	0.00	0.00	0.00	
Landscaping Projects (New works)	5,000	834.00	180.00	654.00	4,166.00	4,820.00	417.00	45.00	372.00	417.00	135.00	282.00	
Fuel, Oil and Water	500	84.00	0.00	84.00	416.00	500.00	42.00	0.00	42.00	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	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	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	0.00	0.00	0.00	
Groundsman Totals	110,278.00	8,660.00	8,875.38	-215.38	101,618.00	101,402.62	4,330.00	4,220.38	109.62	4,330.00	4,655.00	-325.00	

Operational The Centre Budget

Staff salaries	26,000	4,721.00	4,550.39	170.61	21,279.00	21,449.61	2,445.00	2,275.20	169.80	2,276.00	2,275.20	0.80	
Employers NI	1,600	114.00	93.06	20.94	1,486.00	1,506.94	57.00	46.53	10.47	57.00	46.53	10.47	
Youth Activities	506	84.00	0.00	84.00	422.00	506.00	42.00	0.00	42.00	42.00	0.00	42.00	
PRS & Licenses	1,500	1,160.00	576.62	583.38	340.00	923.38	580.00	576.62	3.38	580.00	0.00	580.00	
Advertising, Communications & Printing	456	76.00	132.49	-56.49	380.00	323.51	38.00	0.00	38.00	38.00	132.49	-94.49	
The Centre repairs, renewals, maintenance	8,500	1,416.00	1,529.33	-113.33	7,084.00	6,970.67	708.00	374.33	333.67	708.00	1,155.00	-447.00	
Business Rates	11,775	2,354.00	2,354.85	-0.85	9,421.00	9,420.15	1,177.00	1,177.43	-0.43	1,177.00	1,177.43	-0.43	
Water	1,800	300.00	296.92	3.08	1,500.00	1,503.08	150.00	31.55	118.45	150.00	265.37	-115.37	
Gas	2,000	334.00	0.00	334.00	1,666.00	2,000.00	167.00	0.00	167.00	167.00	0.00	167.00	
Electric	1,000	166.00	1,049.56	-883.56	834.00	-49.56	83.00	909.66	-826.66	83.00	139.90	-56.90	
Cleaning	1,500	250.00	214.68	35.32	1,250.00	1,285.32	125.00	68.45	56.55	125.00	146.23	-21.23	
Centre Totals	56,637.00	10,975.00	10,797.91	177.09	21,115.00	52,100.00	5,572.00	5,459.77	112.23	5,403.00	5,338.15	64.85	
Combined Expenditure Totals	381,955.00	43,432.74	39,558.77	3,873.96	34,348.00	35,131.00	21,842.54	19,165.14	2,677.40	21,590.20	20,393.64	1,196.56	

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 +/-	May 16 Budget	May 16 Income	Variance +/-	Notes
The Trust income													
Annual charge	-385,609.00	-357,032.00	-370,550.13	13,518.13	-28,577.00	-15,058.87	-354,142.00	-361,141.85	6,999.85	-2,890.00	-9,408.28	6,518.28	32 properties were sold in May, higher than estimated
Administration fees	-12,000.00	-2,400.00	-6,500.00	4,100.00	-9,600.00	-5,500.00	-1,200.00	-1,950.00	750.00	-1,200.00	-4,550.00	3,350.00	
Club contribution for Youth Worker	-950.00	-160.00	0.00	-160.00	-790.00	-950.00	-80.00	0.00	-80.00	-80.00	0.00	-80.00	
Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
The Trust Total income NET	-398,559.00	-359,592.00	-377,050.13	17,458.13	-38,967.00	-21,508.87	-355,422.00	-363,091.85	7,669.85	-4,170.00	-13,958.28	9,788.28	
The Centre income													
Proportioned Centre Costs (income)	-4,537.00	-854.40	-982.92	128.52	-3,682.60	-3,554.08	-427.20	-548.96	121.76	-427.20	-433.96	6.76	
Trust subsidy	-26,100.00	-4,350.00	-4,350.00	0.00	-21,750.00	-21,750.00	-2,175.00	-2,175.00	0.00	-2,175.00	-2,175.00	0.00	
Avalon bookings	-26,000.00	-4,334.00	-6,481.62	2,147.62	-21,666.00	-19,518.38	-2,167.00	-3,346.73	1,179.73	-2,167.00	-3,134.89	967.89	
The Centre Total income NET	-£56,637.00	-9,538.40	-11,814.54	2,276.14	-47,098.60	-44,822.46	-4,769.20	-6,070.69	1,301.49	-2,650.00	-18,970.00	16,320.00	
Total Income	-455,196.00	-369,130.40	-388,864.67	19,734.27	-86,065.60	-66,331.33	-360,191.20	-369,162.54	8,971.34	-6,820.00	-32,928.28	26,108.28	
Net Expenditure	-73,241.00	-325,697.67	-349,305.90	23,608.23	-148,432.80	-148,432.80	-338,348.67	-349,997.40	11,648.74	14,770.20	-12,534.64	27,304.84	

OK

OK

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

Estimated underspend for 2017/18 **-96,849.23**