



AGENDA
Elsea Park Community Trust Board Meeting
Thursday 7th September 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 3rd August 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 Staff Pay Review	JB
20:15	7 Directors Items	All
20:30	8 Any Other Business	All
21:00	9 Date of the next meeting: Thursday 5th October 2017	All

**Elsa Park Community Trust Board Meeting Minutes
Thursday 7th September 2017**

Present:		
Michael Marren	MM	Owner Director (Vice Chair)
Duncan Ashwell	DA	Owner Director
James Fordham	JF	Owner Director
Jo Derrick	JD	School's Representative
Sylwester Rzeminski	SR	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 MM welcomed everyone to the meeting and thanked them for attending.

1.4 Apologies have been received from Jono Brough, Paul Fellows and Dan Browne.

2. Minutes from the Previous Meeting Held on 3rd August 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 Item 7.1: MM & BC attended a meeting with some residents of Bourne Heights who are unhappy with the response from the developer regarding faults and snagging. BC has been in touch with the developer, who agreed to look into the matter.

4. Management Report

BC gave the following updates on his report:

4.1 There have been complaints received regarding the path between Salisbury Gardens and South Road. There are two different sizes of aggregate at each end of the path, which Kier have arranged for the contractors to rectify.

4.3 An email has been received from David Wilson Homes regarding a meeting concerning the condition of the two steep-sided ditches on Haydock Park Drive and the remedial works needed before their transfer to The Trust. BC is now awaiting a convenient date for both parties.

Action BC

4.5 BC and PE removed the Heras fencing, which Taylor Wimpey collected in readiness to open the play park at Oak Spring Garden. PE has strimmed the area and despite the matting requiring minor repairs, the play park opened. BC now awaiting a telephone call from Taylor Wimpey regarding transferring the land to The Trust.

Action BC

4.7 The new LED lighting in the reception and meeting room is now complete. The external electric sockets have also been installed with the control switch inside the building to avoid any unauthorised usage.

5. Finance Reports

5.1 BL presented the accounts as at the end of August and explained the variances.

5.2.1 The draft set of accounts and the report to management received from Streets auditors were discussed. The report highlighted only minor areas for improvement including two duplicate entries.

5.2.2 RR queried the investment of interest on funds held to which the response was that bank interest rates are so minimal, monies have been kept in the current account in the event that funds are needed immediately. It was decided to investigate short term investments to maximise any interest earned.

Action BL

6. Staff Pay Review

6.1 BC and BL left the room at this point to allow the directors to discuss the staff pay review.

7. Directors' Items

6.1.1 PK said that Oaks Family Entertainment had their first event, a barbecue which proved very popular.

6.1.2 There are a further two events planned, an afternoon tea and a Halloween Party with a pumpkin carving competition. PK asked if any of the directors would be available to judge the competition.

Action PK

6.2.1 PK stressed the importance of the Youth Club and asked if the £500 per year could be reinstated as they are struggling for funds. BC pointed out that the '£500' was a one-off grant to help new groups set up, not an on-going source of funding. BL added that the Youth Club had been funding 50% of the Assistant Youth Worker's salary.

6.2.2 The Board unanimously agreed to pay the Assistant Youth Worker's salary in full and allow an grant up to £1,000 per year to cover costs operating costs for purchase or renewal of equipment, craft materials and supplies for holiday activity programme.

6.2.3 JF advised that a 12 month fixed term contract should be put in place for the Assistant Youth Worker with a specified review date.

Action BC

6.3 RR said that he had been approached by a resident of Bourne Heights regarding a provision of a footpath for pedestrians through the development and onto West Road. He thought this might be possible that this is an omission from the S106 agreement and he will further investigate with the local authorities if anything can be done.

Action RR

6.4 RR expressed his concern that the efforts of the District Councillors have been lambasted by the Town Council in an article in a local publication. The article suggesting that District Councillors were not listening to the views and concerns of residents, particularly regarding the Local Plan. RR assured everyone that he engages with constituents as much as possible and always has their best interests at heart.

6.5 BC politely reminded those present that Directors' Items should be submitted at least ten days prior to the meeting for inclusion on the agenda.

Action All

6.6 BC asked JD if a new policy had been implemented by the school for traffic management. JD advised that some changes had been made and parents have been reminded that The Centre car park should not be used on the school run.

6.7 JF advised we are still awaiting a meeting with Kier regarding the 3G football facilities. BC advised that he has been in contact with the funding specialist we had previously engaged to take the project forward.

Action JF

6.8 JB asked for clarification of the working hours planned for the prospective Park Warden. BC replied that the initial contract would be for 30 hours (flexible).

Action BC

7. Any Other Business

Nil

8. Date of next meeting

The next meeting will take place on Thursday 5th October 2017.

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

Report to: Elsea Park Community Trust Board
Date: Monday 04 September 2017
Subject: Management Report
From: Barry Cook – Community Trust Manager

1. Pedestrian Link between Salisbury Gardens and South Road

PE is continuing with the landscaping works and the whole area has now been rotavated. There is a problem with the coarseness of the hardcore, particularly towards the Salisbury Gardens end of the path. I raised this with Kier when the path was first laid, and have now advised Kier that it's getting worse and has attracted complaints from residents.

2. Proposed Bus Stop

No further progress; we await the meeting with LCC Highways that is being arranged through the Town Clerk.

3. Land Transfers

No further progress by the developers.

4. Fibrefall on the LEAP and NEAP at The Centre

The Fibrefall was laid and has proved to be a major improvement. Unfortunately, a section of it was pulled up by vandals. Most of the pieces were recovered, and PE has now obtained resin (FOC) from the supplier and used it to bond the pieces back in situ.

5. Play Ares Inspections

All our play areas had their Annual ROSPA Safety Inspection carried out on 17th August 2017 and I arranged for the play areas on Badger Lane, Great Leighs, and Oak Spring Gardens to be inspected in anticipation of their future transfer. All areas have passed the inspection. We plan to open the play area on Oak Spring Gardens on Thursday when Taylor Wimpey are scheduled to remove the Heras fencing that has secured the site whilst our safety concerns were being addressed.

6. Van

The van proved to be a timely purchase, as the tractor has now been in for repair for nearly four weeks. We have had a tow bar fitted to the van, and Peter has proposed that we purchase a single axle trailer to use when emptying the bins etc. The twin axle trailer is somewhat cumbersome when used with the van.

7. LED Lighting

The new LED lighting has now been installed in both halls and the Emergency lighting has also been replaced. The original fluorescent lighting rigs have both been removed ready for disposal.

The 36 downlighters in the reception area, toilets, corridor, and lounge will be replaced under the next phase of the lighting upgrade later this week.

The majority of these are fitted with 42W fluorescent bulbs, but the nine in the lounge use qty 2 x 42W bulbs.

The downlighters throughout those areas will be replaced with flat panel 17w sealed units, so the electricity consumption in those areas will reduce by some 66%. The savings in manhours in replacing blown bulbs and the requirement to remove the glass to clean the downlighters will vastly reduce the requirement to work at height.

8. Insurance Renewal

All insurance policies held by The Trust were renewed on August 16th under the existing agreement of a three year discounted deal with Endsleigh. Directors may remember that we discussed the merits of increasing our Public Liability Cover from £5,000,000 to £10,000,000 last year, but decided against it.

With reductions to the Ogden Discount rate that were introduced earlier this year I have increased The Trust's Public Liability cover to £10,000,000. The reduction has had a major impact on Commercial Policyholders who need to meet a large personal injury claim.

By way of example (from one of Endsleigh's competitors), a thirty-year-old female is disabled due to an accident and cannot work again. She has no educational qualifications and it is determined she would have earned £20,000 a year until retirement at 65. Rest of life care is determined to be £100,000 a year.

Under the old 2.5% discount rate the total sum award (consisting of Loss of Earnings and Cost of Care) would result in a lump sum award of £3,414,350.

With the new discount rate of **-0.75%** this lump sum would increase to £8,480,400

9. Fixed Wiring Inspection

With the building now being some five years old, I organised the first five yearly Electrical Condition Inspection. All fixed wiring has now been tested and proved satisfactory, and the next inspection will be due in July 2022.

Report to: Elsea Park Community Trust Board Meeting

Date: Thursday 7th September, 2017

Subject: Finance Report

From: Bea Laidler – Finance Officer

1.0 Creditors

Creditors @ 31st July 2017 stands at £11,660.15 which, includes business rates outstanding of £6,721. All other creditors have been settled in August 2017

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

July 17 budget	£	89,158
Actual Expenditure 1 st April – 31 st July 2017	£	75,023
Variance (+/-)	£	14,135

3.0 Income Invoiced - Annual Community Trust Charge

July 17 budget	£	-368.812
Actual Income 1 st April – 31 st July 2017	£	-385,100
Variance (+/-)	£	16,288

4.0 The Centre Performance

July 17 budget	£	0
Actual Expenditure 1 st April – 31 st July 2017	£	19,621
Actual Income 1 st April – 31 st July 2017	£	-21,634
Variance (+/-)	£	2,011

5.0 Audit Report

Robert Anderson from Streets auditors have met with Bea to discuss the draft set of accounts for 2016/17 which, after a few minor adjustments should be available for review by the end of the month. The draft set of accounts will be sent out to directors when received prior to the September meeting.



Table with columns: Item, 2017 Budget, Year to date Budget, Year to Date Expenditure, Year to date Variance, Remaining Budget, Full Year Budget minus Full year Expenditure, May 17 Budget, May 17 Expenditure, Variance +/-, June 17 Budget, June 17 Expenditure, Variance +/-, July 17 Budget, July 17 Expenditure, Variance +/-, Notes

Operational Groundsman Budget

Table with columns: Salaries, Employers NI, Grounds Maintenance Contract, Equipment Hire, Repairs and Renewals, Ditch & Dyke Maintenance, Habitat Ponds, Arboricultural Survey, Landscaping Projects, Fuel, Oil and Water, Vehicle Insurance, Bird boxes & Wildlife goods, Play ground inspection

Operational The Centre Budget

Table with columns: Staff salaries, Employers NI, Youth Activities, PRS & Licenses, Advertising, Communications & Printing, The Centre repairs, renewals, maintenance, Business Rates, Water, Gas, Electric, Cleaning, Centre Totals, Combined Expenditure Totals

Income 2017/2018

Table with columns: Full Year Predicted Income 2017, Year to date Budget, Year to Date Income, Year to date Variance, Remaining Budget, Full Year Budget minus Full year Income, May 16 Budget, May 16 Income, Variance +/-, June 16 Budget, June 16 Income, Variance +/-, July 16 Budget, July 16 Income, Variance +/-, Notes

Summary table for Ring fenced Accounts showing Green Fund Total, Green Fund Expenditure, Green Fund Income, and Total remaining fund.

Estimated underspend for 2017/18 -93,406.78