



AGENDA
Elsea Park Community Trust Board Meeting
Thursday 5th October 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 7th September 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	7.1 Sports Pitch	JF
20:45	8 Any Other Business	All
21:00	9 Date of the next meeting: Thursday 2nd November 2017	All

**Elsa Park Community Trust Board Meeting Minutes
Thursday 5th October 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
Paul Fellows	PF	Bourne Town Council representative
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, Joanne Derrick, Robert Reid and Dan Browne.

2. Minutes from the Previous Meeting Held on 7th September 2017

The minutes of the previous meeting were reviewed and accepted as a true record of that meeting. However, there was a grammatical error in item 6.2.2. The section should read '...a grant up to £1,000 per year to cover costs operating costs...'

Item 6.8 should read JF not JB.

Matters arising from the Minutes

3.1 Item 7.2.2: BC has spoken to NS regarding the Assistant Youth Worker's salary and the required supplies. The invoices will be submitted to The Trust for payment.

3.2 Item 5.2.2: BC and BL visited a Business Specialist at HSBC to discuss investing funds. The meeting was not very successful and the bank could only offer a maximum of 0.52% on a fixed term one year investment.

BL has since been investigating high interest accounts which are accredited with FSCS and made suggestions where to invest.

It was agreed by the directors to investigate further after the meeting with the FA.

Action BL

4. Management Report

BC gave the following updates on his report:

4.1 PE has planted all the shrubs along the path between Salisbury Gardens and South Road. Kier are arranging the repair of the path.

4.3 BC has spoken with Barratt regarding the land transfers. Barratt are preparing an 'action list' which will include replacing the fencing at Little Garth and Great Leighs play areas. Barratt have agreed to place fencing around the back filled ditch at Windsor Court and The Trust will plant shrubs to attract butterflies.

Action BC

4.4 BC and PE interviewed an applicant for the post of Park Warden who agreed to start 23rd October 2017.

Bourne Town Council have agreed to employ another cleaner who will carry out litter-picking duties for The Trust one day each week.

Action PF

4.5 BC and PE met with the Grounds Maintenance Manager Paul Flight to discuss areas of concern. The contractors will create an action plan to ensure all concerns are addressed.

4.6 BC shared some of the questions with the Board, none of which were suitable for the AGM and BC has sent a response to the sender.

Action BC

4.6.1 PK said that the School has requested a maximum time of 2 minutes per questions and those that cannot be answered on the day, ensure a response is sent within a week.

4.6.2 JB asked that 'weed control' be included in the presentation

Action BC

4.7 After the accident on the A15 which damaged part of the fence and destroyed a number of shrubs has now been rectified and BL has all the invoices and costs and will make an insurance claim.

Action BL

4.7. Due to a spate of vandalism, BC requested that all new trees have tree guards to which the Board agreed unanimously.

Action BC

5. Finance Reports

5.1 BL presented the accounts as at the end of September and explained the variances. BL emailed the directors a set of graphs to show that expenditure is in line with the budget with an overall 1% variance.

Action BL

6. Staff Pay Review

6.1 This subject was moved to after AOB.

7. Directors' Items

7.1 BC updated the Board with the latest Sports Arena news. Caroline Smith has made enquiries with the FA and Lincs FA regarding support and funding. There is a meeting arranged with the FA 11th October 2017 but JF is unable to attend so MM has offered to stand in for JF and PF will also attend on behalf of Bourne Town Council.

Action BC/MM/PF

7.1.1 Alex from Kier has contacted BC and said that he will start proceedings

8. Any Other Business

8.1 BC said that Longhurst and Havelok (L&H) have received complaints concerning problems with children causing problems on the development. James Gray from L&H and the local PCSO have been visiting the families involved but have asked resident to inform them of any further issues.

8.2 PK mentioned that residents have been posting on social media regarding a mentally ill woman mistreating her dogs. A review has since been carried out and all is now satisfactory.

8.3 BC had attended a General Data Protection Requirements (GDPR) seminar which was very good with lots of information as this will have a big impact on The Trust. Staff have started clearing out of date information from files and computers and archiving data that is still required in accordance with accounting regulations.

BC would like GDPR be included as a separate item on the agenda until it become law in May 2018.

Action BC

8.4 PF updated the Board with new procedures introduced by the Town Council. Six of the monthly meetings are to be held in locations around Bourne to encourage more people to come see the proceedings. The last meeting was held at The Centre and PF would like to hold the next one at a school.

8.4.1 SKDC have set up a meeting to include a special announcement which will be attended by PF, BC and IS.

8.4.2 The new skate park has been approved and is moving forward

8.5 BC has publicised for volunteers for a new Neighbourhood Watch group and there have only been four responses.

8.5.1 There is to be a 'No Cold Calling' zone set up and this will be included as an agenda item at the AGM.

8.6 PK asked how losing two members of the Event Team affect the alcohol license. BC explained that The Trust has a licence but whoever runs the bar must have experience and hirers must use an operator who has their own licence.

8.7 The AGM is Wednesday 11th October at 7pm but the Board are to meet up at 6.30pm for a pre-AGM meeting.

8. Date of next meeting

The next meeting will take place on Thursday 2nd November 2017.

There being no further business, the meeting closed at .

Report to: Elsea Park Community Trust Board
Date: Monday 02 October 2017
Subject: Management Report
From: Barry Cook – Community Trust Manager

1. Pedestrian Link between Salisbury Gardens and South Road

PE has now planted some 700 shrubs on either side of the path. I have been assured by Kier that the contractors will be returning to undertake the remedial works on the path in the near future.

2. Proposed Bus Stop

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

3. Land Transfers

I met last week with (another) engineer from Barratt David Wilson Homes and we visited Little Garth and the play area on Great Leighs to discuss the outstanding works we require to be completed before we will accept legal transfer. My major concerns are the two large drainage structures and the wooden fence that forms the boundary of one side of the play area.

4. Recruitment of the “Park Warden”

Reed have only been able to identify one suitable candidate (his CV looks very promising) and Peter and I are meeting with him at 15:00 hours tomorrow (Tuesday 3rd October) to assess his suitability.

5. Grounds Maintenance

I am meeting CGM’s new Operations Manager who is responsible for the Elsea Park Contract later this week.

6. 2017 AGM

We have received a number of questions in ahead of the AGM, some of which have been dealt with (to the satisfaction of the senders) as BAU.

7. Fence Damage & Vandalism

Our contractor has now replaced the section o fence along the A15 that was damaged in the RTA last month. Another RTA on Friday 29th September has taken out a section of fence on the corner of Tennyson Drive. I contacted the police today to get details of the vehicle involved, and whilst on the phone to the control room

reported another incident of Criminal Damage in the form of a snapped tree, this time on Arena Park near the cut through to Betjeman Close. The tree was damaged sometime over the weekend.

Item	2017 Budget	Year to date Budget 01/04/2017 - 31/10/2017	Year to Date Expenditure 01/04/2017 - 31/10/2017	Year to date Variance + / -	Remaining Budget 01/09/2017- 31/03/2018	Full Year Budget minus Full year Expenditure	September 17 Budget	September 17 Expenditure	Variance + / -	October 17 Budget	October 17 Expenditure	Variance + / -	Notes
Office Staff Salaries	75,000.00	39,825.00	39,588.90	236.10	35,175.00	35,411.10	5,665.00	5,655.55	9.45	5,835.00	5,655.55	179.45	
Employers NI & Pension	11,900.00	4,073.00	1,497.46	2,575.54	7,827.00	10,402.54	615.00	530.61	84.39	635.00	530.61	104.39	
Staff Training & Other Staffing costs	1,000.00	581.00	201.65	379.35	419.00	798.35	83.00	0.00	83.00	83.00	17.50	65.50	
Communications, Printing and Advertising, P.R (literature, Brochure)	4,100.00	2,394.00	720.95	1,673.05	1,706.00	3,379.05	342.00	194.00	148.00	342.00	131.96	210.04	
Franking	2,000.00	1,169.00	443.35	725.65	831.00	1,556.65	167.00	0.00	167.00	167.00	123.35	43.65	
Office Stationery	2,491.00	1,449.00	348.96	1,100.04	1,042.00	2,142.04	207.00	86.31	120.69	207.00	220.41	-13.41	
Travel & Subsistence	200.00	119.00	0.00	119.00	81.00	200.00	17.00	0.00	17.00	17.00	0.00	17.00	
Telephone/Mobile and Internet	2,000.00	1,169.00	572.38	596.62	831.00	1,427.62	167.00	0.00	167.00	167.00	55.92	111.08	
Website, IT and Software	4,000.00	2,331.00	1,364.47	966.53	1,669.00	2,635.53	333.00	62.29	270.71	333.00	-2.98	335.98	
Membership & Subscription	492.00	287.00	184.50	102.50	205.00	307.50	41.00	0.00	41.00	41.00	0.00	41.00	
Audit and Accountancy Fees	4,100.00	4,100.00	5,162.50	-1,062.50	0.00	-1,062.50	0.00	0.00	0.00	500.00	500.00	0.00	
Legal Fees (Court action)	1,000.00	581.00	51.00	530.00	419.00	949.00	83.00	0.00	83.00	83.00	27.00	56.00	
Professional Fees	2,320.00	1,351.00	0.00	1,351.00	969.00	2,320.00	193.00	0.00	193.00	193.00	0.00	193.00	
Insurance	3,800.00	3,800.00	4,787.08	-987.08	0.00	-987.08	0.00	0.00	0.00	0.00	0.00	0.00	
Noticeboards	10,000.00	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	10,000.00	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	1,000.00	581.00	122.01	458.99	419.00	877.99	83.00	0.00	83.00	83.00	10.44	72.56	
Trust Community Grants	1,000.00	581.00	0.00	581.00	419.00	1,000.00	83.00	0.00	83.00	83.00	0.00	83.00	
Anniversary Weekend & other events	2,000.00	2,000.00	2,266.77	-266.77	0.00	-266.77	0.00	0.00	0.00	0.00	16.00	-16.00	
Charges (card machine, harlands, bank)	11,000.00	6,419.00	2,158.73	4,260.27	4,581.00	8,841.27	917.00	14.01	902.99	917.00	354.19	562.81	
Proportioned Centre Costs	4,537.00	3,118.00	2,768.44	349.56	1,419.00	1,768.56	446.00	435.23	10.77	488.00	344.05	143.95	
Depreciation allowance	35,000.00	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 to The Centre	26,100.00	15,225.00	12,578.07	2,646.93	10,875.00	13,521.93	2,175.00	1,695.79	479.21	2,175.00	855.79	1,319.21	Additional Centre income and lower costs, contributions have been reduced
Trust Totals	215,040.00	91,153.00	74,817.21	16,335.79	123,887.00	140,222.79	11,617.00	8,673.79	2,943.21	12,349.00	8,839.79	3,509.21	

Operational Groundsman Budget

Salaries	20,500.00	12,639.00	12,580.75	58.25	7,861.00	7,919.25	1,798.00	1,797.25	0.75	1,851.00	1,797.25	53.75	
Employers NI	1,700.00	1,091.00	462.03	628.97	609.00	1,237.97	156.00	154.01	1.99	161.00	154.01	6.99	
Grounds Maintenance Contract	35,000.00	13,419.00	14,063.84	-644.84	21,581.00	20,936.16	1,917.00	3,858.24	-1,941.24	1,917.00	1,929.12	-12.12	
Equipment Hire	513.00	0.00	30.00	-30.00	513.00	483.00	0.00	0.00	0.00	0.00	0.00	0.00	
Repairs and Renewals	3,800.00	0.00	319.28	-319.28	3,800.00	3,480.72	0.00	0.00	0.00	0.00	16.79	-16.79	
Ditch & Dyke Maintenance, Fence repairs and replacements	30,500.00	2,670.00	2,797.39	-127.39	27,830.00	27,702.61	1,000.00	807.36	192.64	1,670.00	1,662.48	7.52	
Habitat Ponds	8,000.00	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	1,000.00	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)	5,000.00	2,919.00	1,775.93	1,143.07	2,081.00	3,224.07	417.00	1,215.81	-798.81	417.00	301.12	115.88	
Fuel, Oil and Water	500.00	294.00	104.07	189.93	206.00	395.93	42.00	0.00	42.00	42.00	33.35	8.65	
Vehicle Insurance	1,097.00	1,097.00	1,383.11	-286.11	0.00	-286.11	0.00	0.00	0.00	0.00	0.00	0.00	
Bird boxes & Wildlife goods	1,968.00	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	700.00	600.00	581.00	19.00	100.00	119.00	600.00	581.00	19.00	0.00	0.00	0.00	
Groundsman Totals	110,278.00	34,729.00	34,097.40	631.60	75,549.00	76,180.60	5,930.00	8,413.67	-2,483.67	6,058.00	5,894.12	163.88	

Operational The Centre Budget

Staff salaries	26,000.00	16,169.00	16,010.88	158.12	9,831.00	9,989.12	2,276.00	2,275.20	0.80	2,344.00	2,275.20	68.80	
Employers NI	1,600.00	375.00	158.56	216.44	1,225.00	1,441.44	58.00	46.53	11.47	60.00	46.53	13.47	
Temporary Staff	0.00	0.00	452.70	-452.70	0.00	-452.70	0.00	0.00	0.00	0.00	452.70	-452.70	Groundsman/Relief caretaker not budgeted for
Youth Activities	506.00	294.00	0.00	294.00	212.00	506.00	42.00	0.00	42.00	42.00	0.00	42.00	
PRS & Licenses	1,500.00	910.00	903.62	6.38	590.00	596.38	0.00	0.00	0.00	0.00	0.00	0.00	
Advertising, Communications & Printing	456.00	266.00	101.78	164.22	190.00	354.22	38.00	0.00	38.00	38.00	-30.71	68.71	
The Centre repairs, renewals, maintenance	8,500.00	4,956.00	5,853.53	-897.53	3,544.00	2,646.47	708.00	585.00	123.00	708.00	31.79	676.21	Little maintenance required
Business Rates	11,775.00	9,104.00	8,241.99	862.01	2,671.00	3,533.01	1,350.00	1,177.43	172.57	1,350.00	1,177.43	172.57	
Water	1,800.00	1,050.00	530.96	519.04	750.00	1,269.04	150.00	0.00	150.00	150.00	0.00	150.00	
Gas	2,000.00	644.00	0.00	644.00	1,356.00	2,000.00	70.00	0.00	70.00	70.00	0.00	70.00	
Electric	1,000.00	748.00	1,325.37	-577.37	252.00	-325.37	83.00	275.81	-192.81	250.00	0.00	250.00	
Cleaning	1,500.00	875.00	931.31	-56.31	625.00	568.69	125.00	280.75	-155.75	125.00	193.28	-68.28	
Centre Totals	56,637.00	35,391.00	34,510.71	880.29	21,246.00	22,126.29	4,900.00	4,640.72	259.28	5,137.00	4,146.22	990.78	

Combined Expenditure Totals	381,955.00	161,273.00	143,425.32	17,847.68	220,682.00	238,529.68	22,447.00	21,728.17	718.83	23,544.00	18,880.13	4,663.87	
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Income 2017/2018

		Full Year Predicted Income 2017	Year to date Budget 01/04/2017 - 31/10/2017	Year to Date Income 01/04/2017 - 31/10/2017	Year to date Variance + / -	Remaining Budget 01/08/2017- 31/03/2018	Full Year Budget minus Full year Income	September 16 Budget	September 16 Income	Variance + / -	October 16 Budget	October 16 Income	Variance + / -	Notes
The Trust income														
Annual charge	a	-385,609.00	-371,402.00	-379,077.16	7,675.16	-14,207.00	-6,531.84	-3,150.00	-711.88	-2,438.12	- 1,410.00	-2,974.39	1,564.39	Higher sales
Administration fees	b	-12,000.00	-8,400.00	-16,550.00	8,150.00	-3,600.00	4,550.00	-1,200.00	-900.00	-300.00	-1,200.00	-4,350.00	3,150.00	Higher sales
Club contribution for Youth Worker	26	-950.00	-560.00	0.00	-560.00	-390.00	-950.00	-80.00	0.00	-80.00	-80.00	0.00	-80.00	
Other	53	0.00	0.00	-1,531.04	1,531.04	0.00	1,531.04	0.00	0.00	0.00	0.00	-713.00	713.00	BTWayleave payment and A15 accident costs reimbursed
The Trust Total income NET		-398,559.00	-380,362.00	-397,158.20	16,796.20	-18,197.00	-1,400.80	-4,430.00	-1,611.88	-2,818.12	-2,690.00	-8,037.39	5,347.39	
The Centre income														
Proportioned Centre Costs (income)		-4,537.00	-3,118.00	-2,768.44	-349.56	-1,419.00	-1,768.56	-446.00	-435.23	-10.77	-488.00	-344.05	-143.95	
Trust subsidy		-26,100.00	-15,225.00	-12,578.07	-2,646.93	-10,875.00	-13,521.93	-2,175.00	-1,695.79	-479.21	-2,175.00	-855.79	-1,319.21	Additional income and less costs = a lower Trust contribution
Avalon bookings	c	-26,000.00	-15,169.00	-19,164.20	3,995.20	-10,831.00	-6,835.80	-2,167.00	-2,509.70	342.70	-2,167.00	-2,946.38	779.38	
The Centre Total income NET		-56,637.00	-33,512.00	-34,510.71	998.71	-23,125.00	-22,126.29	- 2,370.00	-4,640.72	2,270.72	- 2,400.00	-4,146.22	1,746.22	
Total Income		-455,196.00	-413,874.00	-431,668.91	17,794.91	-41,322.00	-23,527.09	-6,800.00	-6,252.60	-547.40	-5,090.00	-12,183.61	7,093.61	

Net Expenditure		-73,241.00	-252,601.00	-288,243.59	35,642.59	179,360.00	215,002.59	15,647.00	15,475.58	171.42	18,454.00	6,696.52	11,757.48	
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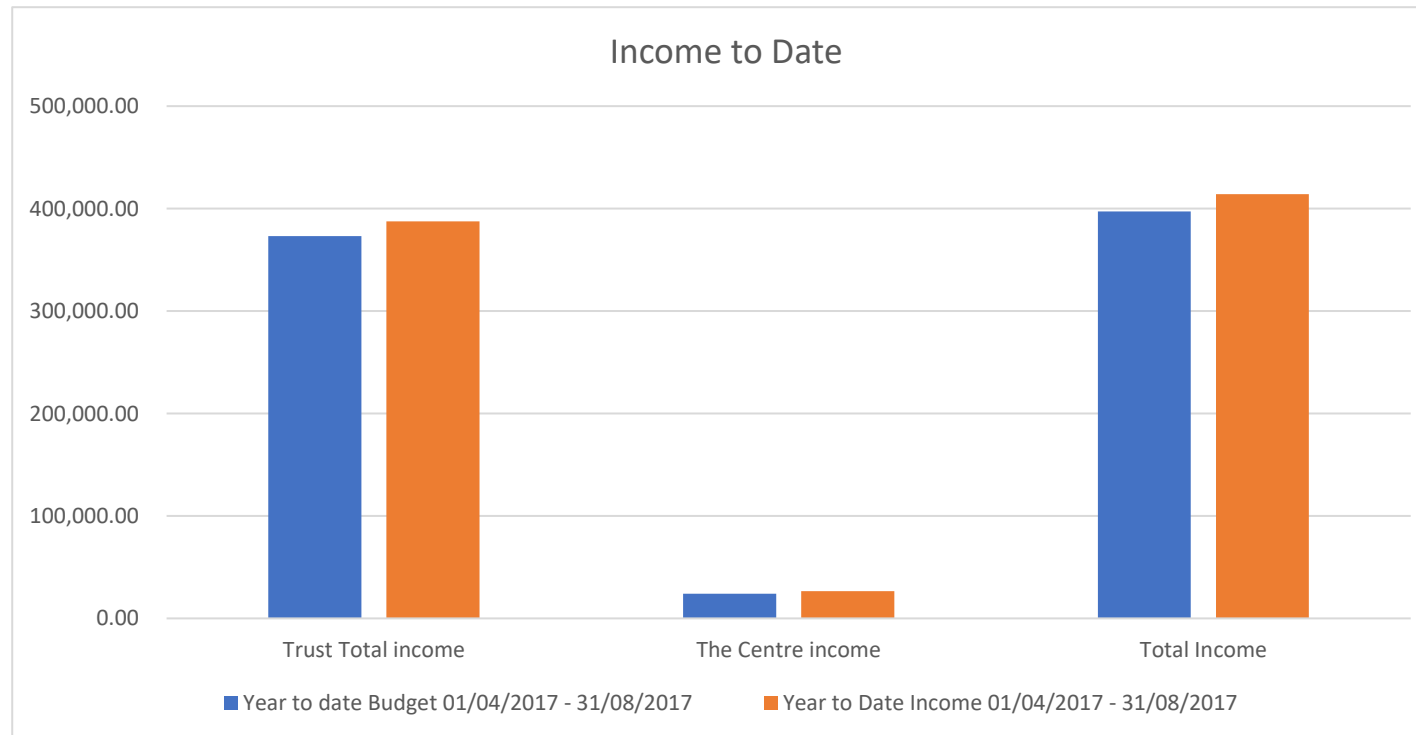
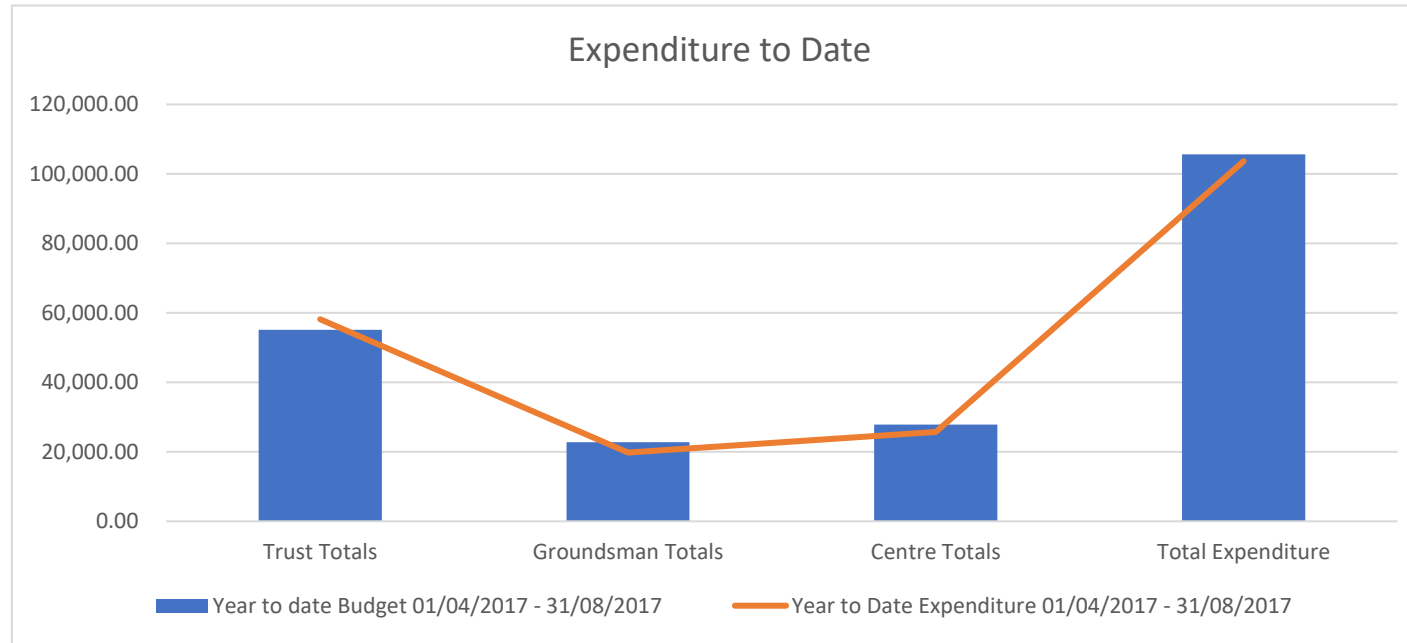
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Ring fenced Accounts

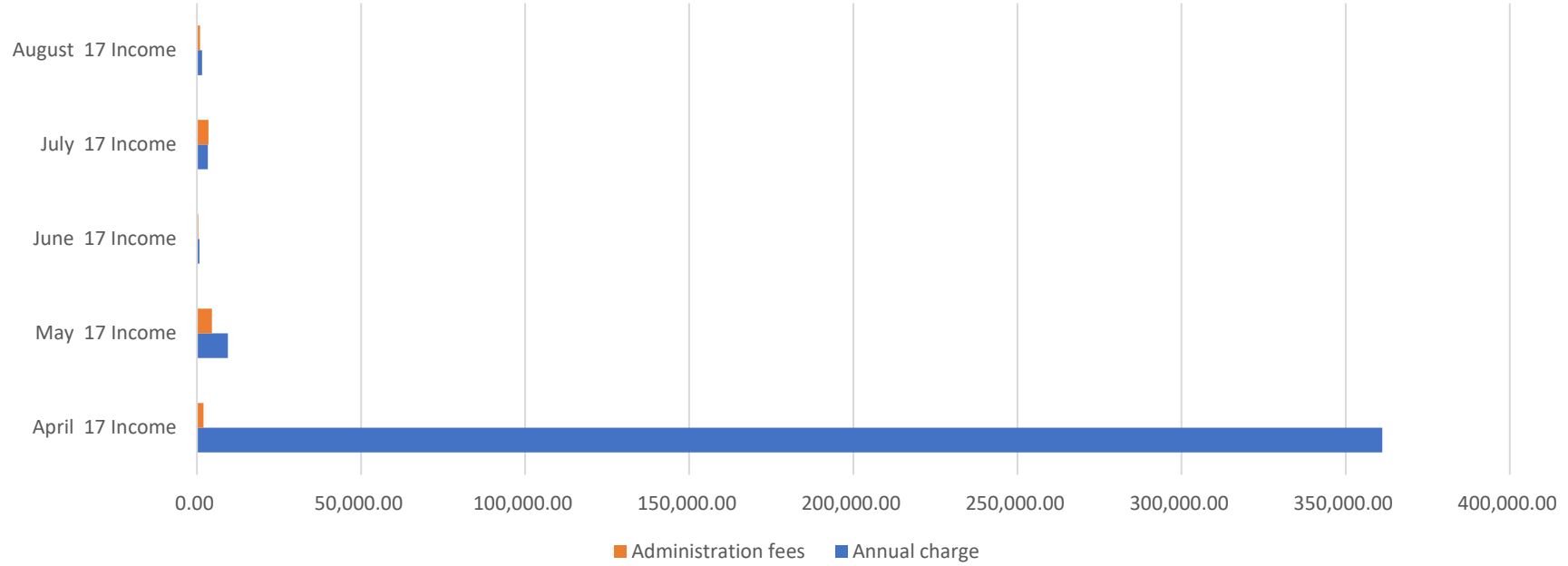
Green Fund Total @ 1st April 2017	39,496.00
Green Fund Expenditure from 2017/2018	0.00
Green Fund Income from 2017/2018	57.50
Total remaining fund	39,553.50

Estimated underspend for 2017/18 **-88,883.59**

A Visual Look at the Accounts



Trust Income



Centre Income

