



AGENDA

**Elsea Park Community Trust Board Meeting
Thursday 2nd November 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 5th October 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 General Data Protection Register (GDPR)	BL
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 7th December 2017	All

Elsa Park Community Trust Board Meeting Minutes
Thursday 2nd November 2017

Present:		
Jono Brough	JB	Owner Director (Chair)
Michael Marren	MM	Owner Director (Vice Chair)
Duncan Ashwell	DA	Owner Director
Peggy Kent	PK	Resident Director
Cllr Robert Reid	RR	SKDC 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 James Fordham, Joanne Derrick, Sylwester Rzeminski and Dan Browne.

2. Minutes from the Previous Meeting Held on 5th October 2017

The minutes of the previous meeting were reviewed and accepted as a true record of that meeting.

3. Matters arising from the Minutes

There were no matter arising from the minutes

4.7 **Staff appraisals**

All appraisals should be complete by the end of November.

4.8 **Sports Pitch**

MM & BC will be meeting with the funding expert on Monday 6th November 2017 to discuss funding options for the sport pitch.

Action MM/BC

4.9 **Ditch maintenance**

Contractors have been on site for the ditch clearing programme starting with the Habitat Ponds. Valves have been fitted to the culverts and the silt left in the ditches has now been cleared.

4.10 **Fencing**

The rotten fencing in Setts Green Conservation Area and Pimpernel Walk has been. DA believes that Kier will soon replace fencing by the show homes which will make the area look neater and more inviting.

4.11 **Bank**

BC has arranged for the Chair and Vice Chair to have access to view on-line banking.

Action BC

4.12 **Immobitags**

Immobitags are to be offered to cyclists and fitted on 2nd January 2017 in conjunction with the police. The police will be publicising the event.

4.13 **Salisbury Gardens path**

Kier are arranging with Phoenix to repair the path.

4.14 **AGM minutes**

The minutes are almost ready to be posted on The Trust's website but they will be sent to the directors for approval first.

Action BC

4.15 **Events meeting**

An Events meeting was held 1st November 2017.

Resident Terry Whitehead knows of a company who will deliver Picnic in the Park (PIP), it is expensive but the company will provide fairground rides, staffing and they will have their own liability insurance.

A request was put to the Board for an increase in the budget next year for events.

This was passed unanimously.

PIP is for residents only so wristbands will issued to ensure only residents take advantage of the rides.

There will be no food served but everyone will be encouraged to bring their own picnic.

4.16 **A15 incident**

There was a further incident involving a drunk driver damaging another part of the fence on the A15 adjacent to Tennyson Drive.

The Trust's insurance brokers are investigating if the second accident will affect future year's insurance premiums before the second claim is submitted. BC is awaiting a call back.

4. Management Report

BC presented the management report.

4.1 Staffing

The Park Warden/Relief Caretaker commenced employment 23rd October 2017 and has integrated well with other staff. He has carried out a number of maintenance tasks as well as clearing broken glass from the park areas.

The current caretaker terminates his employment 3rd November 2017 so the new relief caretaker will be taking over the duties until a new caretaker is employed.

The Board expressed their thanks for the work undertaken by the caretaker and wish him well in his new position.

4.2 Staff Pay

The Real Living Wage Foundation pay rates will not be available until 7th November 2017 and any increases will be backdated to October 2017 in the next pay run.

Action BL

4.3 Trees

The Board agreed the purchase of 39 trees with protective guards for planting along The Pollards and Linear Park, which was conveyed to residents at the AGM. Resident Dave Forrest suggested buying more mature, larger trees.

BC obtained prices for larger trees and BL calculated a comparison of costs between the small trees plus tree guards against the larger trees plus contractor costs to plant them. The costs for the larger trees are approximately £30 more than the smaller trees.

The Board voted unanimously to purchase the larger trees.

Action BC

4.4 GDPR

BC has attended a webinar, and a number of training courses for GDPR to ensure The Trust is compliant and Cybor Essential accredited in order to trade with Local Authorities and NHS organisations.

Admin staff have been clearing files and scanning current documentation. BL has archived the accounts and deleted the audit trail leaving only the previous year and current year's data on the finance ledger.

4.5 Bus Stop

Ian Sismey and RR have arranged a meeting with the Highways Officer responsible for this area and await a date for this meeting.

Action RR

4.6 Bourne Heights path

BC & RR carried out a site visit of Bourne Heights and found there is no path linking Bourne Height to the rest of the development.

RR has made enquiries with the Planning Dept at SKDC who have found the original plans from 1994 and consent was agreed without a footpath.

RR has put in requests to LCC for a path but was refused due to lack of funds but LCC has agreed to share the costs of a new footpath between Bourne Heights and West Road.

The developer of Bourne Heights has refused to help with funding the footpath but The Trust may be able to assist ahead of the land transfer.

RR & BC are to investigate if any other footpaths are required whilst LCC's offer to match fund is available.

Action RR/BC

5. Finance Reports

5.1 The September accounts were presented at the previous meeting so BL prepared a graph showing the performance of The Centre over the last three years. The current year shows a positive upturn from the previous year due to additional daytime hirers. The second graph showed the contribution made by The Trust over the last three years. The contribution has slightly increased in the current year due to additional concessions offered to the daytime hirers.

Action BL

6. General Data Protection Register (GDPR)

This was covered in the management report

7. Directors' Items

7.1 Sports Pitch was covered in the management report

8. Any Other Business

8.1 PK said that Oak Family Entertainment hosted a Halloween party for the residents which proved very successful with over 200 meals being served. BC advised that the hall can only accommodate 180 people so future popular events may have to be ticketed.

8.2 BC has discovered that the company arranging the training courses he has attended also issues grants for LED lighting up to 25% of the cost. The Trust has recently converted the lights in the hall, reception and toilets to LED but there are still areas that require conversion so BC will obtain costs for future works and submit an application for a grant.

Action BC

8.3 DA has noticed a positive change in people's view regarding The Trust and there have been some very good comments on the residents' Facebook page.

8.4 MM asked what is happening with the speed signs. BL explained that the Lincolnshire Partnership haven't placed any orders with the supplier so Ian Sismey has managed to place an order for the signs for the same price as agreed with the Partnership. The signs should be received by the end of the month.

8.5 JB would like uniforms for the Parks and Grounds staff with the Trust's logo and the staff member's name. BL will order some appropriate garments.

Action BL

9. Date of next meeting

The next meeting will take place on Thursday 7th December 2017.

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

Item	2017 Budget	Year to date Budget 01/04/2017 - 30/11/2017	Year to Date Expenditure 01/04/2017 - 30/11/2017	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 +/-	November 17 Budget	November 17 Expenditure	Variance +/-	Notes
Office Staff Salaries	75,000.00	45,660.00	45,470.77	189.23	29,340.00	29,529.23	5,665.00	5,655.55	9.45	5,835.00	5,655.55	179.45	5,835.00	5,881.87	-46.86	
Employers NI & Pension	11,900.00	4,708.00	2,061.73	2,646.27	7,192.00	9,838.27	615.00	530.61	84.39	635.00	530.61	104.39	635.00	564.27	70.73	
Staff Training & Other Staffing costs	1,000.00	664.00	201.65	462.35	336.00	798.35	83.00	0.00	83.00	83.00	17.50	65.50	83.00	0.00	83.00	
Communications, Printing and Advertising, P.R (literature, Brochure)	4,100.00	2,736.00	720.95	2,015.05	1,364.00	3,379.05	342.00	194.00	148.00	342.00	131.96	210.04	342.00	0.00	342.00	
Franking	2,000.00	1,336.00	443.35	892.65	664.00	1,556.65	167.00	0.00	167.00	167.00	123.35	43.65	167.00	0.00	167.00	
Office Stationery	2,491.00	1,656.00	348.96	1,307.04	835.00	2,142.04	207.00	86.31	120.69	207.00	220.41	-13.41	207.00	0.00	207.00	
Travel & Subsistence	200.00	136.00	0.00	136.00	64.00	200.00	17.00	0.00	17.00	17.00	0.00	17.00	17.00	0.00	17.00	
Telephone/Mobile and Internet	2,000.00	1,336.00	989.83	346.17	664.00	1,010.17	167.00	0.00	167.00	167.00	55.92	111.08	167.00	417.45	-250.45	Tidy up of debtor accounts
Website, IT and Software	4,000.00	2,664.00	1,426.46	1,237.54	1,336.00	2,573.54	333.00	62.29	270.71	333.00	-2.98	335.98	333.00	61.99	271.01	
Membership & Subscription	492.00	328.00	284.50	43.50	164.00	207.50	41.00	0.00	41.00	41.00	0.00	41.00	41.00	100.00	-59.00	
Audit and Accountancy Fees	4,100.00	4,600.00	5,204.75	-604.75	-500.00	-1,104.75	0.00	0.00	0.00	500.00	500.00	0.00	500.00	42.25	457.75	
Legal Fees (Court action)	1,000.00	664.00	49.00	615.00	336.00	951.00	83.00	0.00	83.00	83.00	27.00	56.00	83.00	-2.00	85.00	
Professional Fees	2,320.00	1,544.00	0.00	1,544.00	776.00	2,320.00	193.00	0.00	193.00	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	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	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	0.00	0.00	0.00	
Miscellaneous Expenditure	1,000.00	664.00	-159.66	823.66	336.00	1,159.66	83.00	0.00	83.00	83.00	10.44	72.56	83.00	-281.67	364.67	Tidy up of debtor accounts
Trust Community Grants	1,000.00	664.00	0.00	664.00	336.00	1,000.00	83.00	0.00	83.00	83.00	0.00	83.00	83.00	0.00	83.00	
Anniversary Weekend & other events	2,000.00	2,000.00	1,444.70	555.30	0.00	555.30	0.00	0.00	0.00	0.00	16.00	-16.00	0.00	-822.07	822.07	Tidy up of debtor accounts
Charges (card machine, harlands, bank)	11,000.00	7,336.00	2,463.71	4,872.29	3,664.00	8,536.29	917.00	14.01	902.99	917.00	354.19	562.81	917.00	304.98	612.02	
Proportioned Centre Costs	4,537.00	3,606.00	3,180.59	425.41	931.00	1,356.41	446.00	435.23	10.77	488.00	344.05	143.95	488.00	412.15	75.85	
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	0.00	0.00	0.00	
Contribution to The Centre	26,100.00	17,400.00	15,343.71	2,056.29	8,700.00	10,756.29	2,175.00	1,695.79	479.21	2,175.00	855.79	1,319.21	2,175.00	2,765.64	-590.64	
Trust Totals	215,040.00	103,502.00	84,262.07	19,239.93	111,538.00	130,777.93	11,617.00	8,673.79	2,943.21	12,349.00	8,839.79	3,509.21	12,349.00	9,444.86	2,904.15	

Operational Groundsman Budget

Salaries	20,500.00	14,490.00	14,449.89	40.11	6,010.00	6,050.11	1,798.00	1,797.25	0.75	1,851.00	1,797.25	53.75	1,851.00	1,869.14	-18.14	
Employers NI	1,700.00	1,252.00	625.97	626.03	448.00	1,074.03	156.00	154.01	1.99	161.00	154.01	6.99	161.00	163.94	-2.94	
Grounds Maintenance Contract	35,000.00	15,336.00	18,122.96	-2,786.96	19,664.00	16,877.04	1,917.00	3,858.24	-1,941.24	1,917.00	1,929.12	-12.12	1,917.00	4,059.12	-2,142.12	
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	0.00	0.00	0.00	
Repairs and Renewals	3,800.00	0.00	3,998.01	-3,998.01	3,800.00	-198.01	0.00	0.00	0.00	0.00	16.79	-16.79	0.00	3,678.73	-3,678.73	
Ditch & Dyke Maintenance, Fence repairs and replacements	30,500.00	4,340.00	3,062.02	1,277.98	26,160.00	27,437.98	1,000.00	807.36	192.64	1,670.00	1,662.48	7.52	1,670.00	264.63	1,405.37	
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	0.00	0.00	0.00	
Arboricultural Survey & Tree maintenance	1,000.00	0.00	16.66	-16.66	1,000.00	983.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.66	-16.66	Tidy up of debtor accounts
Landscaping Projects (New works)	5,000.00	3,336.00	1,780.18	1,555.82	1,664.00	3,219.82	417.00	1,215.81	-798.81	417.00	301.12	115.88	417.00	4.25	412.75	
Fuel, Oil and Water	500.00	336.00	104.07	231.93	164.00	395.93	42.00	0.00	42.00	42.00	33.35	8.65	42.00	0.00	42.00	
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	0.00	0.00	0.00	
Bird boxes & Wildlife goods	1,968.00	100.00	98.83	1.17	1,868.00	1,869.17	0.00	0.00	0.00	0.00	0.00	0.00	100.00	98.83	1.17	
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	0.00	0.00	0.00	
Groundsman Totals	110,278.00	40,887.00	44,252.70	-3,365.70	69,391.00	66,025.30	5,930.00	8,413.67	-2,483.67	6,058.00	5,894.12	163.88	6,158.00	10,155.30	-3,997.30	

Operational The Centre Budget

Staff salaries	26,000.00	18,513.00	17,868.72	644.28	7,487.00	8,131.28	2,276.00	2,275.20	0.80	2,344.00	2,275.20	68.80	2,344.00	1,857.85	486.16	
Employers NI	1,600.00	434.00	210.48	223.52	1,166.00	1,389.52	58.00	46.53	11.47	60.00	46.53	13.47	59.00	51.92	7.08	
Temporary Staff	0.00	0.00	1,845.28	-1,845.28	0.00	-1,845.28			0.00		452.70	-452.70		1,392.58	-1,392.58	Groundsman/Relief caretaker not budgeted for
Youth Activities	506.00	336.00	0.00	336.00	170.00	506.00	42.00	0.00	42.00	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	0.00	0.00	0.00	
Advertising, Communications & Printing	456.00	304.00	169.64	134.36	152.00	286.36	38.00	0.00	38.00	38.00	-30.71	68.71	38.00	67.86	-29.86	
The Centre repairs, renewals, maintenance	8,500.00	5,664.00	6,401.83	-737.83	2,836.00	2,098.17	708.00	585.00	123.00	708.00	31.79	676.21	708.00	548.30	159.70	
Business Rates	11,775.00	10,454.00	9,419.42	1,034.58	1,321.00	2,355.58	1,350.00	1,177.43	172.57	1,350.00	1,177.43	172.57	1,350.00	1,177.43	172.57	
Water	1,800.00	1,200.00	873.51	326.49	600.00	926.49	150.00	0.00	150.00	150.00	0.00	150.00	150.00	342.55	-192.55	
Gas	2,000.00	714.00	0.00	714.00	1,286.00	2,000.00	70.00	0.00	70.00	70.00	0.00	70.00	70.00	0.00	70.00	
Electric	1,000.00	998.00	1,325.37	-327.37	2.00	-325.37	83.00	275.81	-192.81	250.00	0.00	250.00	250.00	0.00	250.00	
Cleaning	1,500.00	1,000.00	1,053.37	-53.37	500.00	446.63	125.00	280.75	-155.75	125.00	193.28	-68.28	125.00	122.06	2.94	
Centre Totals	56,637.00	40,527.00	40,071.24	455.76	16,110.00	16,565.76	4,900.00	4,640.72	259.28	5,137.00	4,146.22	990.78	5,136.00	5,560.54	-424.54	

Combined Expenditure Totals	381,955.00	184,916.00	168,586.01	16,329.99	197,039.00	213,368.99	22,447.00	21,728.17	718.83	23,544.00	18,880.13	4,663.87	23,643.00	25,160.69	-1,517.69	
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Income 2017/2018

		Full Year Predicted Income 2017	Year to date Budget 01/04/2017 - 30/11/2017	Year to Date Income 01/04/2017 - 30/11/2017	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 + / -	November 16 Budget	November 16 Income	Variance + / -	Notes
The Trust income																	
Annual charge	a	-385,609.00	-372,402.00	-379,473.58	7,071.58	-13,207.00	-6,135.42	-3,150.00	-711.88	-2,438.12	- 1,410.00	-2,974.39	1,564.39	- 1,000.00	-396.42	-603.58	
Administration fees	b	-12,000.00	-9,600.00	-17,150.00	7,550.00	-2,400.00	5,150.00	-1,200.00	-900.00	-300.00	-1,200.00	-4,350.00	3,150.00	-1,200.00	-600.00	-600.00	
Club contribution for Youth Worker	26	-950.00	-640.00	0.00	-640.00	-310.00	-950.00	-80.00	0.00	-80.00	-80.00	0.00	-80.00	-80.00	0.00	-80.00	
Other	53	0.00	0.00	-2,057.12	2,057.12	0.00	2,057.12	0.00	0.00	0.00	0.00	-713.00	713.00	0.00	-526.08	526.08	Tidy up of debtor accounts
The Trust Total income NET		-398,559.00	-382,642.00	-398,680.70	16,038.70	-15,917.00	121.70	-4,430.00	-1,611.88	-2,818.12	-2,690.00	-8,037.39	5,347.39	-2,280.00	-1,522.50	-757.50	
The Centre income																	
Proportioned Centre Costs (income)		-4,537.00	-3,606.00	-3,180.59	-425.41	-931.00	-1,356.41	-446.00	-435.23	-10.77	-488.00	-344.05	-143.95	-488.00	-412.15	-75.85	
Trust subsidy		-26,100.00	-17,400.00	-15,343.71	-2,056.29	-8,700.00	-10,756.29	-2,175.00	-1,695.79	-479.21	-2,175.00	-855.79	-1,319.21	-2,175.00	-2,765.64	590.64	
Avalon bookings	c	-26,000.00	-17,336.00	-21,546.95	4,210.95	-8,664.00	-4,453.05	-2,167.00	-2,509.70	342.70	-2,167.00	-2,946.38	779.38	-2,167.00	-2,382.75	215.75	
The Centre Total income NET		-56,637.00	-38,342.00	-40,071.24	1,729.24	-18,295.00	-16,565.76	- 2,370.00	-4,640.72	2,270.72	- 2,400.00	-4,146.22	1,746.22	- 2,000.00	-5,560.54	3,560.54	
Total Income		-455,196.00	-420,984.00	-438,751.94	17,767.94	-34,212.00	-16,444.06	-6,800.00	-6,252.60	-547.40	-5,090.00	-12,183.61	7,093.61	-4,280.00	-7,083.04	2,803.04	

Net Expenditure		-73,241.00	-236,068.00	-270,165.93	34,097.93	162,827.00	196,924.93	15,647.00	15,475.58	171.42	18,454.00	6,696.52	11,757.48	19,363.00	18,077.66	1,285.34	
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OK

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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 **-87,338.93**