



AGENDA
Elsea Park Community Trust Board Meeting
Thursday 7th December 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 2nd November 2017	JB
19:15	3 Matters arising from the Minutes	All
19:25	4 Management report	BC
19:45	5 Monthly Finance Report	BC /BL
20:00	6 General Data Protection Requirements (GDPR)	BC
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 4th January 2018	All

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

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

2. Minutes from the Previous Meeting Held on 2nd November 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 BL updated the Board on the uniforms for the Parks and Grounds staff. No orders for uniforms will be placed until a new Caretaker is appointed.

Action BL

4. Management Report

BC presented the management report and gave the following updates.

4.1 Staffing

HT, the Youth Worker Assistant has submitted her resignation. It is not certain yet if HT will be replaced.

4.3 Trees

The cost for planting the 39 new trees was actually higher than the estimate due to the incorrect number of trees originally quoted to CGM.

4.4 Highways Meeting

BC has purchased a measuring wheel and measured the length of the required footpath between Bourne Heights and West Road. This information has been sent to RR for onward transmission to Highways.

Action BC

4.8 3G Football Pitch

4.8.1 BC & MM met with the funding expert to discuss funding streams and timescales. Local clubs and organisations have been contacted and a very positive response was received.

4.8.2 A meeting with Kier is still be arranged.

5. Finance Reports

5.1 BL presented the November accounts and gave explanations for the variances.

5.2 Old invoices still outstanding on the Creditors have been cleared. These invoices have previously been paid by credit card and making the corrections on the ledger has contributed to the positive variance on the accounts.

5.3 BL gave an update on the outstanding Debtors. Court action is required before mortgage lenders will consider settling payment for bad debtors. Buckles Solicitors have suggested implementing forfeiture procedures where mortgage lenders are unwilling to settle the debt on behalf of the bad debtors.

Action BL

6. General Data Protection Requirements (GDPR)

6.1 BC has begun implementing GDPR provisions and the first privacy notice was incorporated into the Application Form for the caretaker vacancy.

6.2 For compliance with the new regulations, The Trust will be sending a letter to all members advising them of the data The Trust holds on them. This letter (in the form of a Privacy Notice) will be included with the Annual Charge invoices and will be sent in February 2018.

7. Directors' Items

7.1 The Football Pitch was covered in the management report.

8. Any Other Business

8.1 BC informed the Board that SKDC Cllr. Martin Wilkins had upset some residents by saying that when the developers finish building on Elsea Park, he is concerned for the ongoing maintenance and seemed to be unaware of The Trust. BC asked DA for advice on how to approach this issue.

Action BC/DA

8.2 BC has submitted a grant application for LED lighting. An assessment has been arranged for January 2018 and BC will ask advice regarding air source heat pump.

Action BC

8.3 The Board agreed the Christmas close down. The Centre will close from 5:00pm 21st December 2017 to 2nd January 2018. The staff will take annual leave as appropriate.

8.4 Working with Bourne NPT, The Trust will be fitting immobitag security devices at cost price at The Centre on 2nd January 2018.

8.5 JB expressed his thanks to all directors and staff for their hard work during the year and wished everyone a Merry Christmas.

9. Date of next meeting

No meeting will be held in January although the reports will still be circulated.

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

Report to: Elsea Park Community Trust Board
Date: Friday 1 December 2017
Subject: Management Report – December 2017
From: Barry Cook – Community Trust Manager

1. Staffing

The Park Warden / Relief Caretaker (SO) who was temping for us via Reed Recruitment has now been offered (and has accepted) a permanent position with The Trust. His direct employment at The Trust commenced today, 1 December 2017.

2. New Caretaker

The new caretaker commenced work on Tuesday 21st November but decided within a couple of days that the job was not really suitable for him. BC has now written the new advertisement, job description, and application form for the vacancy and the job will be initially advertised via our website, The Trust and Residents' Facebook pages, and on the notice boards within the development on Monday 4th December.

2. Salary Review 2017

In accordance with the observation made by the auditors, members of staff received individual letters from the Chairman advising them of their salary following the recent pay award.

3. Tree Planting

Thirty-nine trees will be delivered on Wednesday 6th December. CGM will be planting the trees on 7th / 8th December. Fifteen trees will be planted along The Pollards with the remaining trees being planted on Cooke's Field and Linear Park.

4. Highways Meeting

The Meeting with the Highways Officer finally took place on Friday 17th November. A number of issues were discussed including the investigation of speed reduction on Raymond Mays Way to aid the provision of a bus stop / stops and the potential for a footpath linking Bourne Heights to the existing footpath on West Road via a joint funding initiative.

BC provided the results of the Archer Survey that had been commissioned on Raymond Mays Way back in 2013 to The Highways Officer who advised that the statistics from the survey might help to support the case.

The Highways Officer requested that BC provide plans detailing the route proposed for the footpath along with accurate measurements of the new footpath links. BC was requested to route all communications with Highways via RR and forwarded all the information to RR on 24 December 2017.

5. 3G Sports Pitch Project

Following a meeting with Caroline Smith, the funding specialist on Monday 6th November, Caroline has been instructed to prepare the funding requests and further develop the business case for submission to The Football Foundation.

6. Land Transfers

There has at last been some progress with DWH regarding the transfer of the play area on Great Leighs and the POS at Little Garth. Once the issue of the close board fence separating the play area from the Taylor Wimpey homes has been clarified with Taylor Wimpey the transfers should progress.

I have also had further communication with Bovis Homes regarding the transfer of land off Badger Lane and await a site meeting with them.

7. Staff Appraisals

I am sorry to advise that I have yet to complete the staff appraisals, primarily due to other priorities; they will now be completed December.

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	August 17 Budget	August 17 Income	Variance +/-	September 16 Budget	September 16 Income	Variance +/-	October 16 Budget	October 16 Income	Variance +/-	Notes
The Trust income																
Annual charge	-385,609.00	-371,402.00	-379,077.16	7,675.16	-14,207.00	-6,531.84	-3,150.00	-1,029.94	-2,120.06	-3,150.00	-711.88	-2,438.12	-1,410.00	-2,974.39	1,564.39	Higher sales
Administration fees	-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	-900.00	-300.00	-1,200.00	-4,350.00	3,150.00	Higher sales
Club contribution for Youth Worker	-950.00	-560.00	0.00	-560.00	-390.00	-950.00	-80.00	0.00	-80.00	-80.00	0.00	-80.00	-80.00	0.00	-80.00	
Other	0.00	0.00	-1,531.04	1,531.04	0.00	1,531.04	0.00	-479.08	479.08	0.00	0.00	0.00	0.00	-713.00	713.00	BTWayleave payment and A15 accident costs to be 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	-2,409.02	-2,020.98	-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	-442.00	-312.96	-129.04	-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	-3,339.62	1,164.62	-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	-26,000.00	-15,169.00	-19,164.20	3,995.20	-10,831.00	-6,835.80	-2,167.00	-2,449.90	282.90	-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	-4,784.00	-6,102.48	1,318.48	-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	-9,214.00	-8,511.50	-702.50	-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	19,229.00	21,296.10	-2,067.10	15,647.00	15,475.58	171.42	18,454.00	6,696.52	11,757.48
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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**

Operational Trust Accounts



Table with 17 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, and three columns for September, October, and November (Budget, Expenditure, Variance +/-). Rows include Office Staff Salaries, Employers NI & Pension, Staff Training & Other Staffing costs, etc.

Operational Groundsman Budget

Table with 17 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, and three columns for September, October, and November (Budget, Expenditure, Variance +/-). Rows include Salaries, Employers NI, Grounds Maintenance Contract, etc.

Operational The Centre Budget

Table with 17 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, and three columns for September, October, and November (Budget, Expenditure, Variance +/-). Rows include Staff salaries, Employers NI, Temporary Staff, etc.

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

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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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**

Outstanding Debtors

2017/2018 Income

£ 395,627.16

Debts

Court Action letters	6,494.07	
Brought forward	1,097.97	7,592.04

<u>Other Action</u>	1,543.16	
Brought forward	1,505.23	3,048.39

<u>Not Chasing</u> (see notes 1 to 6 below)	2,266.41	
Brought forward	1,663.15	3,929.56
	<u>14,569.99</u>	3.68%

Brought forward	4,266.35	1.08%
2017/2018	<u>10,303.64</u>	2.60%
	<u>14,569.99</u>	

Other Action

Stopped direct debits	815.98	Letter sent requesting settlement of balance
Court judgement already applied	2,077.35	
Sporadic payments	155.06	Letter sent requesting settlement of balance
	<u>3,048.39</u>	

Notes (see above)

1.	1,404.95	Payment plan agreed
2.	830.32	Payment plan agreed
3.	821.71	Payment plan agreed
4.	286.06	Deceased, solicitor dealing with trustee
5.	164.58	Repossession, awaiting payment from mortgage lender
6.	421.94	Properties purchased late 2016/2017
	<u>3,929.56</u>	