



AGENDA
Elsea Park Community Trust Board Meeting
Thursday 1st February 2018 – 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 December 2017 JB
19:10	3	Matters arising from the Minutes All
19:20	4	Management report BC
19:40	5	Monthly Finance Report BC/BL
19:50	5.1	2018/2019 Budget BC/BL
20:00	6	General Data Protection Requirements (GDPR) BC
20:05	7	Directors Items All
20:15	7.1	Eco School Status JD
20:25	8	Any Other Business All
23:35	9	Date of the next meeting: Thursday 1st March 2018 All

Elsa Park Community Trust Board Meeting Minutes
Thursday 1st February, 2018

Present:		
Jono Brough	JB	Owner Director (Chair)
Michael Marren	MM	Owner Director (Vice Chair)
Jo Derrick	JD	School's Representative
Peggy Kent	PK	Resident Director
Cllr Paul Fellows	PF	Bourne Town Council Representative
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 Duncan Ashwell, James Fordham, Sylwester Rzeminski and Dan Browne.

2. Minutes from the Previous Meeting Held on 7th December 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 RR asked if item 8.1 has been resolved. BC has spoken to the complainants to reassure them that The Trust will continue to operate for the foreseeable future.

3.1.1 RR will extend an invite to the Leader and Deputy Leader of SKDC to visit The Trust and see for themselves how it is operated.

Action RR

4. Management Report

BC presented the management report and gave the following updates.

4.1 Staffing

The current caretaker and the Estate Warden feel they can manage the caretaking duties between them along with the occasional help from the Relief Caretaker, who should be fully recovered by Easter. It has been decided not to advertise for a second caretaker at this time.

4.3 Arboricultural Survey

The report for the arboricultural survey has now been received and made available to The Board. There are only minor works required and a quote has been received from Woodcraft Tree Services to undertake this work.

4.5 3G Football Pitch

BC has arranged a meeting with Kier. Kier, CS the funding specialist and a representative from RLF (the Football Foundation Appointed Framework Contractors) are to visit the site to discuss access, funding and other details.

Action BC

4.7 LED Lighting & Energy saving Projects

A draft report has now been received which was circulated among The Board. Contact has been made with a PV/Battery supplier to discuss requirements in order to make The Trust more self sufficient electricity wise.

4.11 Annual Charge – Year Commencing 1 April 2018

4.11.1 The Board noted the CPI change published by the ONS indicated an increase of 2.7% over the year. The Annual Charge for the year commencing 1 April 2018 will be therefore be set at £293.78.

4.11.2 BL will prepare and send out the Annual Charge invoices within the next two weeks.

Action BL

4.11.2 The one-off administration fee will remain at £100 plus VAT.

4.11.3 The direct debits will begin in April rather than May and continue to run for ten months. A letter is to accompany the annual charge invoice to residents who use the direct debit facility, detailing the collection dates and amounts.

Action BL

4.12 Youth Work Assistant

4.12.1 NS has put forward a proposal to The Board for a replacement Assistant Youth Worker. After much discussion it was agreed to employ a replacement for five hours per week on a six month trial with the caveat that they provide regular updates to the Board on their Outreach activities either by report or timesheet and only work within a five mile radius of The Centre.

Action NS

4.12.2 RR will investigate if community funding is available from SKDC to help fund the Youth Work Assistant and put forward an application for a further six month contract.

Action RR

5. Finance Reports

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

5.2 BL gave an overview on the financial performance over the past year.

5.2.1 The Trust subsidy for The Centre is less than anticipated due to lower energy costs and increased hall hire. The Board expressed their thanks to the Administrative staff for all their hard work in achieving a higher usage of The Centre.

5.1 2018/2019 Budget

5.1.1 BL issued a draft copy of the 2018/2019 budget which is to be an agenda item for discussion at the next Board meeting.

Action BL

6. General Data Protection Requirements (GDPR)

This item was included in the Management Report

7. Directors' Items

7.1 Eco School Status

JD was invited to the Student Council meeting and is now Chair of the Eco Committee at Elsea Park School. The Eco Committee would like to start up a conservation/nature area and a vegetable plot.

The Trust agreed to contribute some bird boxes and wild flower seeds.

The committee would also like PE to give a talk regarding conservation and maybe advise the children on what to do.

8. Any Other Business

8.1 PK talked about the meeting between Oak Family Entertainment (OFE) and the Events Group. Members of the Events Group would like to step back and allow OFE to take over Picnic in the Park, and the Children's Christmas Party although they are prepared to help if required. JB is pleased with the relationship between the two groups.

8.1.2 The funds accumulated by the Events Group will be distributed between OFE, the Youth Group, the Toddler Group, Beavers, Cubs and Scouts and will be administered by BL.

Action BL

8.1.3 Planning for Picnic in the Park is well underway and entertainment has been booked including fairground attractions and live music. The local WI will be providing refreshments.

8.1.4 PK also mentioned some of the upcoming activities arranged by OFE, which will be advertised on The Trust website and Resident's Facebook page.

Action PK

8.2 MM has received a number of complaints about the parking situation around the development making visibility difficult for drivers. BC said that concerned residents should contact the police to take action, although they may not act as the roads haven't yet been adopted.

8.3 BC brought up the subject of the annual election of a Chair and Vice Chair and will itemise this on next month's agenda.

8.4 JB said that defibrillator training should be rolled out and offered to residents. BC will contact Lives to arrange a suitable date.

Action BC

8.5 JB would like a newsletter to be distributed to residents before Easter and would like everyone to consider making a contribution as BC currently provides all the subject matter.

Action All

9. Date of next meeting

9.1 The next meeting will be held on 1st March 2018.

9.2 JB will be not be able to attend the next meeting and gave his apologies.

There being no further business, the meeting closed at 21:20.

Report to: Elsea Park Community Trust Board

Date: Thursday 25th January 2018

Subject: Management Report – February 2018

From: Barry Cook – Community Trust Manager

1. Staffing: Caretaking

Following the short tenure of the new caretaker back in November the position was re-advertised in December and just before the Christmas closure I arranged to interview three potential candidates on the 2nd, 4th, and 5th of January. One of the applicants was a no-show, but the other two appeared eminently suitable and after consultation with Jono, I offered the position to both of them at 10 hours per week each. This would put us back in to the preferred position of employing two dedicated caretakers working alternate weekends

Both commenced their employment with The Trust on Tuesday 9th January, but unfortunately within a couple of days one of the new starters discovered he had been successful in another job application that offered more hours and handed in his notice with immediate effect.

It is my intention to advertise again in the hope of still getting a second caretaker.

2. Tree Planting

All thirty-nine trees have now been planted. It was originally hoped that they would not need staking but Storm Eleanor had other ideas and over the past week or so Peter has been working hard to stake all the trees; at the time of writing there are just a few trees that still require staking.

3. Arboricultural Survey

Our Estate Management Policy incorporates an arboricultural survey being undertaken every eighteen months (so that inspections alternate between the trees being in full leaf and being completely bare so that their health can be better assessed). This year's inspection took place in December, and I await the full report.

I have already received a verbal report from our arboriculturist who advises there are no real issues other than a requirement for us to clear trees and shrubs that are obscuring the directional sign as vehicles approach the A15 roundabout heading east along Raymond Mays Way. Though we have previously cut back the trees in the immediate vicinity of the sign, a visibility splay of 75m is needed to comply with Highway regulations.

I have asked the tree specialists that normally undertake our tree husbandry to quote for this, and they are scoping the work on Saturday 27th January.

4. Potential New Footpath to Serve Bourne Heights

RR forwarded all the information I collated for a footpath to link Bourne Heights to the existing footpath on West Road to the LCC Highways Officer responsible for this area. RR has yet to hear back from him.

5. 3G Sports Pitch Project

On the evening of Thursday 18th January I met with CS, our funding specialist here at The Centre prior to accompanying her to a meeting at The Abbey Lawns with senior officials from Bourne Town Football Club and Bourne Town Juniors Football Club.

CS had prepared a presentation, which was very well received. The meeting and Q&A session that followed lasted over two hours, and we are both of the opinion that the officials we met are supportive of our intentions. They agreed to take the proposals back to their own full committees for consideration, and we expect to hear back from both clubs in early February with all communications being routed via CS.

During the meeting, we asked them to keep all the information we've shared with them during these discussions and their deliberations to themselves until we tell them otherwise. If the project is to proceed, we want to coordinate the news story.

I've also advised them that if we get their buy in and the project moves on to the next stage, we would welcome (and indeed want) formal representation from both clubs on the project's steering group.

CS has also been in touch with Thurlby Tigers and other local organisations to gauge their level of support for the project, and she advises that is also looking promising.

If we don't get the support of these key partner clubs, it doesn't necessarily mean the project is dead in the water, but it does mean we are unlikely to get funding from the Football Foundation. Trying to get around £500k from other sources will be much more difficult.

CS continues to pursue all other potential funding sources and has prepared and sent a detailed presentation for consideration by The Len Pick Trust.

I have had a lengthy phone conversation with Alex (from Kier) to bring him up to date on current progress and discuss the next steps.

It's been a long time since we've had any dialogue with Kier on this matter, but I explained that it's only been during the last few weeks that we'd got the nod from the Football Foundation that they will support the bid, and only days since we met with the two Bourne clubs that we hope will be our key partner clubs in this venture.

6. Land Transfers

DWH have commenced the work on the Great Leighs Play area ready for handover. At this stage, the path has been reshaped ready for the removal of one of the gates, and we now await their fencing contractor to install the new hoop topped fence along the side of the play area that is currently bounded by a 1.8m close board fence.

Taylor Wimpey are also preparing the documents for the legal transfer of two strips of land that border Coltsfoot Drive.

7. LED Lighting & Energy Saving Projects

On 3rd January I met with the Business Energy Efficiency Advisor who covers Cambridge and Peterborough with a view to The Trust accessing grants for LED lighting and other energy efficiency measures. His full report and list of recommendations should be with us by the end of January. We discussed building and water heating, lighting, and the possibility of an additional PV system to incorporate battery storage.

8. Interactive Speed Sign

The Bourne Town Clerk (IS) advises that the Road Safety Partnership have now received all the relevant paperwork and licence fees, so we are hoping to see some progress on this in the very near future.

9. Scam Attempt

The Trust were recently the subject of an attempted financial scam; a letter purporting to be from JB to the accounts email address asked that we settle an urgent invoice via Faster Payments as soon as possible.

I forwarded the email along with other pertinent information to Action Fraud, and would like to take this opportunity to remind all directors that these types of scams are becoming more common. With all board members being listed as Company Directors on the Companies House website (and on our own website) you are all potential targets for fraud that is aimed at the business community in general. In this instance, the fraudsters attempted to extract nearly £10k from our accounts.

10. General Maintenance

Sam has just finished the total refurbishment of two of the cast iron / wooden benches from Quayside East. All but one of the benches will be refurbished over the next few weeks.

Sam has also laid a new path to allow easy access to the external store from the back stage door, and laid several slabs in front of the Lion's Bench as the area was getting very muddy now that the bench is so well used.

11. Annual Charge – Year Commencing 1 April 2018

The figures for the change in CPI for the twelve months up to December 2017 were released by the Office of National Statistics on 16 January 2018.

The CPI rose over that period by some 2.7% resulting in the Annual Charge changing from £286.06 to £293.78 (an increase this year of £7.72).

This year's invoice run will take place during February, and in letters that will accompany the invoice, we will be advising those members who pay by Direct Debit that if they wish to continue to do so, the first Direct Debit will now be collected on the 1st of every month, April to January inclusive (or the next working day if the 1st falls on a weekend or public holiday) rather than May to February as we do at present.

We are making this change for two reasons; the primary reason is that because we invoice in February, members paying by Direct Debit still have one monthly payment outstanding on their account from the current charging year, and this causes some people real confusion. They see that the February Direct Debit has been collected from their bank account, but it is too early for the payment to appear on their account with The Trust because Harlands do not advise us of successful collections until the end of the month.

The secondary reason is that if a member is on Direct Debit and cancels the payment because they sell up early in the year, they will not yet have paid enough money to cover the period in which they have occupied their home, and this invariably wastes our time as we try to get them to settle their account.

12. GDPR

The Trust remains on track to be fully compliant with the new General Data Protection Regulations by the time they come in to force in May 2018. My aim is for us to be compliant at least one month earlier if possible.

13. Legionella Control

SR has obtained the proposals from a company to ensure that The Trust is fully compliant with ACOP8 (Legionella Control – Approved Code of Practice) and we will be placing the contract in the near future.

14. Signage on Elsea Park

I recently met with two representatives from Kier to discuss their sales hoardings and general signage on Elsea Park following an incident which led to a resident's car being damaged by a hoarding that broke free in strong winds. I requested that a number of the original "Elsea Park" signs at the Entrance to Tilia Way from roundabout No 1 and on Pond Lane be removed, and that the sign at the northern end of The Pollards be replaced with a much smaller sign.



	2017 Budget	Year to date Budget 01/04/2017 - 31/01/2018	Year to Date Expenditure 01/04/2017 - 31/01/2018	Year to date Variance + / -	Remaining Budget 01/09/2017- 31/03/2018	Full Year Budget minus Full year Expenditure	November 17 Budget	November 17 Expenditure	Variance + / -	December 17 Budget	December 17 Expenditure	Variance + / -	January 18 Budget	January 18 Expenditure	Variance + / -	Notes
Item																
Office Staff Salaries	75,000.00	57,330.00	57,008.38	321.62	17,670.00	17,991.62	5,835.00	5,881.87	-46.86	5,835.00	5,768.81	66.20	5,835.00	5,768.81	66.20	
Employers NI & Pension	11,900.00	5,978.00	3,157.44	2,820.56	5,922.00	8,742.56	635.00	564.27	70.73	635.00	547.86	87.14	635.00	547.86	87.14	
Staff Training & Other Staffing costs	1,000.00	830.00	2,613.17	-1,783.17	170.00	-1,613.17	83.00	0.00	83.00	83.00	2,411.52	-2,328.52	83.00	0.00	83.00	
Communications, Printing and Advertising, P.R (literature,Brochure)	4,100.00	3,420.00	720.95	2,699.05	680.00	3,379.05	342.00	0.00	342.00	342.00	0.00	342.00	342.00	0.00	342.00	
Franking	2,000.00	1,670.00	603.35	1,066.65	330.00	1,396.65	167.00	0.00	167.00	167.00	0.00	167.00	167.00	160.00	7.00	
Office Stationery	2,491.00	2,070.00	355.62	1,714.38	421.00	2,135.38	207.00	0.00	207.00	207.00	0.00	207.00	207.00	6.66	200.34	
Travel & Subsistence	200.00	170.00	0.00	170.00	30.00	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	1,670.00	1,161.73	508.27	330.00	838.27	167.00	417.45	-250.45	167.00	0.00	167.00	167.00	171.90	-4.90	
Website, IT and Software	4,000.00	3,330.00	1,790.46	1,539.54	670.00	2,209.54	333.00	61.99	271.01	333.00	0.00	333.00	333.00	364.00	-31.00	
Membership & Subscription	492.00	410.00	284.50	125.50	82.00	207.50	41.00	100.00	-59.00	41.00	0.00	41.00	41.00	0.00	41.00	
Audit and Accountancy Fees	4,100.00	4,050.00	5,273.00	-1,223.00	50.00	-1,173.00	40.00	42.25	-2.25	30.00	32.50	-2.50	30.00	35.75	-5.75	
Legal Fees (Court action)	1,000.00	830.00	55.00	775.00	170.00	945.00	83.00	-2.00	85.00	83.00	0.00	83.00	83.00	6.00	77.00	
Professional Fees	2,320.00	1,930.00	0.00	1,930.00	390.00	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	840.00	840.00	0.00	9,160.00	9,160.00	0.00	0.00	0.00	840.00	840.00	0.00	0.00	0.00	0.00	
Miscellaneous Expenditure	1,000.00	830.00	-159.66	989.66	170.00	1,159.66	83.00	-281.67	364.67	83.00	0.00	83.00	83.00	0.00	83.00	
Trust Community Grants	1,000.00	830.00	0.00	830.00	170.00	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	2,386.77	-386.77	0.00	-386.77	0.00	82.08	-82.08	0.00	37.92	-37.92	0.00	0.00	0.00	
Charges (card machine, harlands, bank)	11,000.00	9,170.00	2,761.32	6,408.68	1,830.00	8,238.68	917.00	304.98	612.02	917.00	162.70	754.30	917.00	134.91	782.09	
Proportioned Centre Costs	4,537.00	4,582.00	3,862.56	719.44	-45.00	674.44	488.00	412.15	75.85	488.00	321.75	166.25	488.00	360.22	127.78	
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	21,750.00	16,966.30	4,783.70	4,350.00	9,133.70	2,175.00	1,373.06	801.94	2,175.00	1,459.92	715.08	2,175.00	2,007.96	167.04	
Trust Totals	215,040.00	127,490.00	104,467.97	23,022.03	87,550.00	110,572.03	11,889.00	8,956.42	2,932.58	12,719.00	11,582.97	1,136.03	11,879.00	9,564.07	2,314.93	

Operational Groundsman Budget

Salaries	20,500.00	18,192.00	19,236.89	-1,044.89	2,308.00	1,263.11	1,851.00	1,869.14	-18.14	1,851.00	2,393.50	-542.50	1,851.00	2,393.50	-542.50	
Employers NI	1,700.00	1,574.00	1,004.65	569.35	126.00	695.35	161.00	163.94	-2.94	161.00	189.34	-28.34	161.00	189.34	-28.34	
Temporary Staff	0.00	0.00	2,660.14	-2,660.14	0.00	-2,660.14		1,392.58	-1,392.58		814.86	-814.86		0.00	0.00	
Grounds Maintenance Contract	35,000.00	19,170.00	21,981.20	-2,811.20	15,830.00	13,018.80	1,917.00	4,059.12	-2,142.12	1,917.00	0.00	1,917.00	1,917.00	3,858.24	-1,941.24	December & January invoices
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	3,680.00	4,306.84	-626.84	120.00	-506.84	3,680.00	3,678.73	1.27	0.00	0.00	0.00	0.00	308.83	-308.83	
Ditch & Dyke Maintenance, Fence repairs and replacements	30,500.00	3,424.00	3,355.19	68.81	27,076.00	27,144.81	264.00	264.63	-0.63	245.00	245.00	0.00	245.00	48.17	196.83	
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	450.00	466.66	-16.66	550.00	533.34	0.00	16.66	-16.66	0.00	0.00	0.00	450.00	450.00	0.00	
Landscaping Projects (New works)	5,000.00	4,170.00	8,812.87	-4,642.87	830.00	-3,812.87	417.00	4.25	412.75	417.00	207.30	209.70	417.00	6,825.39	-6,408.39	39 Trees planted along The Pollards and Linear Park
Fuel, Oil and Water	500.00	420.00	104.07	315.93	80.00	395.93	42.00	0.00	42.00	42.00	0.00	42.00	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	100.00	98.83	1.17	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Groundsman Totals	110,278.00	52,877.00	64,021.45	-11,144.45	57,401.00	46,256.55	8,432.00	11,547.88	-3,115.88	4,633.00	3,850.00	783.00	5,083.00	14,073.47	-8,990.47	

Operational The Centre Budget

Staff salaries	26,000.00	23,201.00	22,347.85	853.15	2,799.00	3,652.15	2,344.00	1,857.85	486.16	2,344.00	2,320.88	23.13	2,344.00	2,158.26	185.75	
Employers NI	1,600.00	552.00	369.93	182.07	1,048.00	1,230.07	59.00	51.92	7.08	59.00	79.72	-20.72	59.00	79.72	-20.72	
Youth Activities	506.00	420.00	0.00	420.00	86.00	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	
Advertising, Communications & Printing	456.00	380.00	169.64	210.36	76.00	286.36	38.00	67.86	-29.86	38.00	0.00	38.00	38.00	0.00	38.00	
The Centre repairs, renewals, maintenance	8,500.00	7,080.00	7,988.35	-908.35	1,420.00	511.65	708.00	548.30	159.70	708.00	481.95	226.05	708.00	1,104.57	-396.57	
Business Rates	11,775.00	11,775.00	11,774.27	0.73	0.00	0.73	1,178.00	1,177.43	0.57	1,177.00	1,177.43	-0.43	1,178.00	1,177.43	0.57	
Water	1,800.00	1,500.00	873.51	626.49	300.00	926.49	150.00	342.55	-192.55	150.00	0.00	150.00	150.00	0.00	150.00	
Gas	2,000.00	854.00	0.00	854.00	1,146.00	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	1,498.00	1,325.37	172.63	-498.00	-325.37	250.00	0.00	250.00	250.00	0.00	250.00	250.00	0.00	250.00	
Cleaning	1,500.00	1,250.00	1,415.54	-165.54	250.00	84.46	125.00	122.06	2.94	125.00	104.44	20.56	125.00	257.73	-132.73	
Centre Totals	56,637.00	49,420.00	47,168.08	2,251.92	7,217.00	9,468.92	4,964.00	4,167.96	796.04	4,963.00	4,164.42	798.59	4,964.00	4,777.71	186.30	

Combined Expenditure Totals	381,955.00	229,787.00	215,657.50	14,129.50	152,168.00	166,297.50	25,285.00	24,672.26	612.74	22,315.00	19,597.38	2,717.62	21,926.00	28,415.24	-6,489.24	
-----------------------------	------------	------------	------------	-----------	------------	------------	-----------	-----------	--------	-----------	-----------	----------	-----------	-----------	-----------	--

Income 2017/2018

	Full Year Predicted Income 2017	Year to date Budget 01/04/2017 - 31/01/2018	Year to Date Income 01/04/2017 - 31/01/2018	Year to date Variance + / -	Remaining Budget 01/08/2017- 31/03/2018	Full Year Budget minus Full year Income	November 16 Budget	November 16 Income	Variance + / -	December 16 Budget	December 16 Income	Variance + / -	January 17 Budget	January 17 Income	Variance + / -	Notes
The Trust income																
Annual charge	-385,609.00	-384,083.00	-382,351.48	-1,731.52	-1,526.00	-3,257.52	- 1,192.00	-396.42	-795.58	- 954.00	-2,306.44	1,352.44	- 715.00	-571.46	-143.54	
Administration fees	-12,000.00	-12,000.00	-22,517.50	10,517.50	0.00	10,517.50	-1,200.00	-600.00	-600.00	-1,200.00	-3,600.00	2,400.00	-1,200.00	-1,767.50	567.50	
Contribution for Youth Worker	-950.00	-800.00	0.00	-800.00	-150.00	-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	-2,333.26	2,333.26	0.00	2,333.26	0.00	-526.08	526.08	0.00	-24.99	24.99	0.00	-251.15	251.15	
The Trust Total income NET	-398,559.00	-396,883.00	-407,202.24	10,319.24	-1,676.00	8,643.24	-2,472.00	-1,522.50	-949.50	-2,234.00	-5,931.43	3,697.43	-1,995.00	-2,590.11	595.11	
The Centre income																
Proportioned Centre Costs (income)	-4,537.00	-4,582.00	-3,862.56	-719.44	45.00	-674.44	-488.00	-412.15	-75.85	-488.00	-321.75	-166.25	-488.00	-360.22	-127.78	
Trust subsidy	-26,100.00	-21,750.00	-16,966.30	-4,783.70	-4,350.00	-9,133.70	-2,175.00	-1,373.06	-801.94	-2,175.00	-1,459.92	-715.08	-2,175.00	-2,007.96	-167.04	
Avalon bookings	-26,000.00	-21,670.00	-26,339.22	4,669.22	-4,330.00	339.22	-2,167.00	-2,382.75	215.75	-2,167.00	-2,382.75	215.75	-2,167.00	-2,409.52	242.52	
The Centre Total income NET	-56,637.00	-48,002.00	-47,168.08	-833.92	-8,635.00	-9,468.92	-4,830.00	-4,167.96	-662.04	-4,830.00	-4,164.42	-665.59	-4,830.00	-4,777.71	-52.30	
Total Income	-455,196.00	-444,885.00	-454,370.32	9,485.32	-10,311.00	-825.68	-7,302.00	-5,690.46	-1,611.54	-7,064.00	-10,095.85	3,031.85	-6,825.00	-7,367.82	542.82	

Net Expenditure	-73,241.00	-215,098.00	-238,712.82	23,614.82	141,857.00	165,471.82	17,983.00	18,981.80	-998.80	15,251.00	9,501.54	5,749.46	15,101.00	21,047.43	-5,946.43
-----------------	------------	-------------	-------------	-----------	------------	------------	-----------	-----------	---------	-----------	----------	----------	-----------	-----------	-----------

OK

OK

OK

OK

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

Report to: Elsea Park Community Trust Board Meeting

Date: Thursday 25th January, 2018

Subject: Finance Report – February 2018

From: Bea Laidler – Finance Officer

1.0 Creditors

Creditors at 31st December 2017 stands at £4,175.81 which, includes business rates outstanding of £1,177. All other creditors have been settled in January 2018

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

December 17 budget	£	210,148
Actual Expenditure 1 st April – 31 st December 2017	£	186,652
Variance (+/-)	£	23,496

3.0 Income Invoiced - Annual Community Trust Charge

December 17 budget	£	-384,944
Actual Income 1 st April – 31 st December 2017	£	-404,612
Variance (+/-)	£	19,690

4.0 The Centre Performance

December 17 budget	£	0
Actual Expenditure 1 st April – 31 st December 2017	£	42,390
Actual Income 1 st April – 31 st December 2017	£	-23,930
Centre Costs Trust contribution	£	-3,502
Trust subsidy	£	-14,958
Variance (+/-)	£	0