



**AGENDA**  
**Elsea Park Community Trust Board Meeting**  
**Thursday 5<sup>th</sup> April 2018 – 19:00**

**Venue: Meeting Room, The Centre @ Elsea Park**

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<b>Time</b>	<b>Item</b>	
<b>19:00</b>	<b>1</b>	<b>Welcome and Apologies</b> <b>JB</b>
<b>19:05</b>	<b>2</b>	<b>Minutes from previous meeting held on 1<sup>st</sup> February 2018</b> <b>JB</b>
<b>19:10</b>	<b>3</b>	<b>Matters arising from the Minutes</b> <b>All</b>
<b>19:20</b>	<b>4</b>	<b>Management report</b> <b>BC</b>
<b>19:40</b>	<b>5</b>	<b>Monthly Finance Report</b> <b>BC/BL</b>
<b>19:50</b>	<b>5.1</b>	<b>2018/2019 Budget</b> <b>BC/BL</b>
<b>20:00</b>	<b>6</b>	<b>General Data Protection Requirements (GDPR)</b> <b>BC</b>
<b>20:05</b>	<b>7</b>	<b>Directors Items</b> <b>All</b>
<b>20:25</b>	<b>8</b>	<b>Any Other Business</b> <b>All</b>
<b>20:30</b>	<b>8.1</b>	<b>Election of Chair and Vice Chair</b>
<b>23:35</b>	<b>9</b>	<b>Date of the next meeting: Thursday 3<sup>rd</sup> May 2018</b> <b>All</b>

**Elsea Park Community Trust Board Meeting Minutes**  
**Thursday 5<sup>th</sup> April, 2018**

<b>Present:</b>		
Jono Brough	JB	Owner Director (Chair)
Michael Marren	MM	Owner Director (Vice Chair)
Duncan Ashwell	DA	Owner Director
Syvester Rzeminski	SR	Owner Director
Cllr Paul Fellows	PF	Bourne Town Council Representative
Cllr Robert Reid	RR	SKDC Representative
<b>In Attendance:</b>		
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, Jo Derrick, Peggy Kent and Dan Browne.

### **2. Minutes from the Previous Meeting Held on 1<sup>st</sup> February 2018**

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 will again extend an invitation to the Leader and Deputy Leader of SKDC to reconvene a meeting with The Trust as the last one was cancelled due to bad weather.

**Action RR**

## **4. Management Report**

BC presented the management report and gave the following updates.

### **4.3 Potential New Footpath to Serve Bourne Heights**

RR read out an email he had sent to Highways regarding the potential footpath, bus stop and the speed limit on Raymond Mays Way. He requested a response prior to the Board meeting but he is still waiting. RR has been liaising with Nick Bowles MP and keeping him up to date with the footpath situation.

**Action RR**

### **4.4 3G Football Pitch**

4.4.2 BC asked if The Trust should pre-empt the Football Foundation updating their conditions and order LED lighting or choose sodium lighting as this may increase the costs PF proposed LED lighting, JB seconded the proposal and the Board agreed unanimously.

**Action BC**

4.4.3 SR questioned some aspects of the scheme to which RR & BC explained the decision making to date and reiterated that the business case had been established.

4.4.4 JB would like a 'Breaking Ground' ceremony to include the directors and other organisations involved with the project. This will be discussed more in depth should the project come to fruition.

### **4.5 Land Transfers**

One of BC's contacts at Barratt David Wilson has now left so future discussions will continue with their deputy.

### **4.6 LED Lighting & Energy saving Projects**

BC has explored the possibility of updating the car park lighting to LED but will need to liaise with Kier first as they will be moving some lighting columns when building works commences on the area between The Centre and the school.

**Action BC**

### **4.8 GDPR**

BC presented the new GDPR policy document to the Board. JB expressed his thanks to BC for all his hard work and for having the policy ready ahead of time.

### **4.9 Legionella Control**

Further discussions will take place between SR and BC.

**Action SR/BC**

## 5. Finance Reports

5.1 BL presented the budget plan for 2018/2019 and talked through the assumptions and reasons for the figures. Other than one amendment, the budget was agreed.

**Action BL**

5.2 BL presented the February accounts and gave explanations for the variances.

5.3 All the 2018/2019 Annual Charge invoices have been dispatched and for the first time, collection dates and amounts for direct debit have been added. BC gave his thanks to BL and explained that this had been no small task. JB and other Board members also gave thanks.

5.4 Streets auditors are due in May to carry out the audit of the 2017/2018 accounts

**Action BL**

5.5 BL will revisit investing the reserves.

**Action BL**

## 6. General Data Protection Requirements (GDPR)

This item was included in the Management Report

## 7. Directors' Items

There were no Directors' Items.

## 8. Any Other Business

### 8.1 Election of Chair and Vice Chair

There being no other volunteers, JB and MM agreed to continue in their positions as Chair and Vice Chair. PF proposed that JB be re-elected as Chair and MM as Vice Chair. This was seconded by DA and agreed unanimously by the Board.

8.2 RR asked if another director could take the lead and represent the Board on the 3G project in view that circumstances have changed significantly for the current lead director, who now has less time to commit to the project. MM has agreed to take on the role and work alongside BC.

**Action BC/MM**

8.3 The roof blinds require attention and BC is considering options as it is felt the current blinds are not fit for purpose.

**Action BC**

8.4 The newsletter has been delayed due to uncertainty of the attractions at Picnic in the Park and updates on the 3G project.

**Action BC**

**9. Date of next meeting**

9.1 The next meeting will be held on 3<sup>rd</sup> May 2018.

9.2 DA and BC will not be attending the next meeting and gave their apologies.

There being no further business, the meeting closed at 20:50.

**Report to:** Elsea Park Community Trust Board

**Date:** Thursday 29<sup>th</sup> March 2018

**Subject:** Management Report – April 2018

**From:** Barry Cook – Community Trust Manager

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**1. Staffing: Caretaking**

We have now appointed another caretaker.

**3. Potential New Footpath to Serve Bourne Heights**

RR has been hastening this with Highways and raised the issue (and a number of other issues including the proposed bus stop and speed limit on Raymond Mays Way) with our MP, Nick Boles in a meeting they had on 24<sup>th</sup> March 2018.

**4. 3G Sports Pitch Project**

I placed the order for phases 1 to 3 of the project with the Framework Consultants, (RLF) on 2<sup>nd</sup> March 2018.

We are now seeing real progress; Soiltechnics carried out the intrusive ground survey on Tuesday 26<sup>th</sup> March to check the ground conditions to aid the design of the AGP and dug trial holes to assess the drainage conditions.

SSL have commenced the design work, but we (The Trust) need to make a decision regarding the floodlighting scheme and I would like to discuss this with the board at Thursday's meeting.

Kier are progressing the overall design for the whole zone in readiness for the full planning application.

CS is currently in discussions with a provider who might be looking at daytime use in the form of a Football Academy. At the moment, regular daytime hire is something of a gap in the Programme of Activities.

**5. Land Transfers**

Providing the new fencing and changes to the gate location at the play area are completed beforehand, I anticipate legal transfer from Barratt David Wilson Homes to The Trust of the LEAP at Great Leighs, Little Garth, and the infilled Swale off Haydock Park Drive on 25<sup>th</sup> April 2018.

My meeting with JT from Kier has again been postponed due to his being unavailable last week.

## **6. LED Lighting & Energy Saving Projects**

No further developments. We will now complete this work in the new Financial Year rather than the current one (as was hoped).

## **7. Interactive Speed Sign**

No further news.

## **8. GDPR**

I have now produced The Trust's new policy to cover GDPR and will have copies available at the meeting. It builds on our current Data Protection Policy in line with the new regulations.

New physical security measures have been introduced which I will detail at the meeting.

The only outstanding items now prior to being able to declare ourselves "GDPR ready" are some minor changes to our IT system, the publication of some further privacy notices covering staff and the website, and final training for staff.

## **9. Legionella Control**

I am awaiting an update from SR.

## **10. Signage on Elsea Park**

The old signage has been removed and new signs are now in situ (though two post stubs still need removing from the entrance to Tilia Way from the roundabout.

## **11. Damage to the Christmas Tree at the entrance to Tilia Way**

Anglian Water have offered us compensation for the unauthorised work which has now been completed. We will monitor the two trees to see if they have survived the onslaught, and if not, AW will further compensate us for the damage caused.

## **12. Play Area at Oak Spring Gardens**

I am awaiting some proposals from Playscape for an additional piece of equipment at Oak Spring Gardens and hope to have them in time for the meeting.



		2017 Budget	Year to date Budget 01/04/2017 - 28/02/2018	Year to Date Expenditure 01/04/2017 - 28/02/2018	Year to date Variance + / -	Remaining Budget 01/09/2017- 31/03/2018	Full Year Budget minus Full year Expenditure	December 17 Budget	December 17 Expenditure	Variance + / -	January 18 Budget	January 18 Expenditure	Variance + / -	February 18 Budget	February 18 Expenditure	Variance + / -	Notes
Item																	
Office Staff Salaries	0	75,000.00	63,165.00	62,777.18	387.82	11,835.00	12,222.82	5,835.00	5,768.81	66.20	5,835.00	5,768.81	66.20	5,835.00	5,768.81	66.20	
Employers NI & Pension	0	11,900.00	6,613.00	3,705.30	2,907.70	5,287.00	8,194.70	635.00	547.86	87.14	635.00	547.86	87.14	635.00	547.86	87.14	
Staff Training & Other Staffing costs	21	1,000.00	913.00	2,613.17	-1,700.17	87.00	-1,613.17	83.00	2,411.52	-2,328.52	83.00	0.00	83.00	83.00	0.00	83.00	
Communications, Printing and Advertising, P.R (literature,Brochure)	1	4,100.00	3,762.00	1,585.06	2,176.94	338.00	2,514.94	342.00	0.00	342.00	342.00	0.00	342.00	342.00	864.11	-522.11	
Franking	2	2,000.00	1,837.00	1,103.35	733.65	163.00	896.65	167.00	0.00	167.00	167.00	160.00	7.00	167.00	500.00	-333.00	
Office Stationery	3	2,491.00	2,277.00	990.67	1,286.33	214.00	1,500.33	207.00	0.00	207.00	207.00	6.66	200.34	207.00	635.05	-428.05	
Travel & Subsistence	4	200.00	187.00	0.00	187.00	13.00	200.00	17.00	0.00	17.00	17.00	0.00	17.00	17.00	0.00	17.00	
Telephone/Mobile and Internet	5	2,000.00	1,837.00	1,171.73	665.27	163.00	828.27	167.00	0.00	167.00	167.00	171.90	-4.90	167.00	10.00	157.00	
Website, IT and Software	6	4,000.00	3,663.00	1,860.45	1,802.55	337.00	2,139.55	333.00	0.00	333.00	333.00	364.00	-31.00	333.00	69.99	263.01	
Membership & Subscription	7	492.00	451.00	284.50	166.50	41.00	207.50	41.00	0.00	41.00	41.00	0.00	41.00	41.00	0.00	41.00	
Audit and Accountancy Fees	8	4,100.00	4,455.00	5,273.00	-818.00	-355.00	-1,173.00	30.00	32.50	-2.50	30.00	35.75	-5.75	405.00	0.00	405.00	
Legal Fees (Court action)	9	1,000.00	913.00	1,555.00	-642.00	87.00	-555.00	83.00	0.00	83.00	83.00	6.00	77.00	83.00	1,500.00	-1,417.00	
Professional Fees	10	2,320.00	2,123.00	0.00	2,123.00	197.00	2,320.00	193.00	0.00	193.00	193.00	0.00	193.00	193.00	0.00	193.00	
Insurance	50	3,800.00	4,180.00	4,787.08	-607.08	-380.00	-987.08	0.00	0.00	0.00	0.00	0.00	0.00	380.00	0.00	380.00	
Noticeboards	51	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	52	10,000.00	840.00	840.00	0.00	9,160.00	9,160.00	840.00	840.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Miscellaneous Expenditure	40	1,000.00	913.00	-152.06	1,065.06	87.00	1,152.06	83.00	0.00	83.00	83.00	0.00	83.00	83.00	7.60	75.40	
Trust Community Grants	22	1,000.00	913.00	0.00	913.00	87.00	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	20	2,000.00	2,000.00	2,686.77	-686.77	0.00	-686.77	0.00	37.92	-37.92	0.00	0.00	0.00	0.00	300.00	-300.00	
Charges (card machine, harlands, bank)	11	11,000.00	10,087.00	3,258.00	6,829.00	913.00	7,742.00	917.00	162.70	754.30	917.00	134.91	782.09	917.00	496.68	420.32	
Proportioned Centre Costs	29	4,537.00	5,070.00	4,265.40	804.60	-533.00	271.60	488.00	321.75	166.25	488.00	360.22	127.78	488.00	402.84	85.16	
Depreciation allowance	25	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	23,925.00	19,224.10	4,700.90	2,175.00	6,875.90	2,175.00	1,459.92	715.08	2,175.00	2,007.96	167.04	2,175.00	2,257.80	-82.80	
Trust Totals		215,040.00	140,124.00	117,828.70	22,295.30	74,916.00	97,211.30	12,719.00	11,582.97	1,136.03	11,879.00	9,564.07	2,314.93	12,634.00	13,360.73	-726.73	

Operational Groundsman Budget

Salaries	0	20,500.00	20,043.00	20,163.83	-120.83	457.00	336.17	1,851.00	2,393.50	-542.50	1,851.00	2,393.50	-542.50	1,851.00	926.94	924.06	
Employers NI	0	1,700.00	1,734.00	1,035.01	698.99	-34.00	664.99	161.00	189.34	-28.34	161.00	189.34	-28.34	160.00	30.36	129.64	
Temporary Staff	54	0.00	0.00	2,660.14	-2,660.14	0.00	-2,660.14		814.86	-814.86	0.00	0.00	0.00	0.00	0.00	0.00	
Grounds Maintenance Contract	15	35,000.00	21,087.00	23,910.32	-2,823.32	13,913.00	11,089.68	1,917.00	0.00	1,917.00	1,917.00	3,858.24	-1,941.24	1,917.00	1,929.12	-12.12	
Equipment Hire	16	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	27	3,800.00	3,680.00	4,390.84	-710.84	120.00	-590.84	0.00	0.00	0.00	0.00	308.83	-308.83	0.00	84.00	-84.00	
Ditch & Dyke Maintenance, Fence repairs and replacements	28	30,500.00	3,669.00	3,457.88	211.12	26,831.00	27,042.12	245.00	245.00	0.00	245.00	48.17	196.83	245.00	102.69	142.31	
Habitat Ponds	29	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	18	1,000.00	900.00	1,256.66	-356.66	100.00	-256.66	0.00	0.00	0.00	450.00	450.00	0.00	450.00	790.00	-340.00	
Landscaping Projects (New works)	19	5,000.00	4,587.00	10,712.87	-6,125.87	413.00	-5,712.87	417.00	207.30	209.70	417.00	6,825.39	-6,408.39	417.00	1,900.00	-1,483.00	
Fuel, Oil and Water	30	500.00	462.00	104.07	357.93	38.00	395.93	42.00	0.00	42.00	42.00	0.00	42.00	42.00	0.00	42.00	
Vehicle Insurance	31	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	32	1,968.00	100.00	162.13	-62.13	1,868.00	1,805.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	63.30	-63.30	
Play ground inspection	33	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	57,959.00	69,847.86	-11,888.86	52,319.00	40,430.14	4,633.00	3,850.00	783.00	5,083.00	14,073.47	-8,990.47	5,082.00	5,826.41	-744.41	

Operational The Centre Budget

Staff salaries	0	26,000.00	25,545.00	24,655.68	889.32	455.00	1,344.32	2,344.00	2,320.88	23.13	2,344.00	2,158.26	185.75	2,344.00	2,307.83	36.17	
Employers NI	0	1,600.00	611.00	449.65	161.35	989.00	1,150.35	59.00	79.72	-20.72	59.00	79.72	-20.72	59.00	79.72	-20.72	
Youth Activities	35	506.00	462.00	366.00	96.00	44.00	140.00	42.00	0.00	42.00	42.00	0.00	42.00	42.00	366.00	-324.00	
PRS & Licenses	23	1,500.00	910.00	928.62	-18.62	590.00	571.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25.00	-25.00	
Advertising, Communications & Printing	24	456.00	418.00	169.64	248.36	38.00	286.36	38.00	0.00	38.00	38.00	0.00	38.00	38.00	0.00	38.00	
The Centre repairs, renewals, maintenance	14	8,500.00	7,788.00	8,424.92	-636.92	712.00	75.08	708.00	481.95	226.05	708.00	1,104.57	-396.57	708.00	436.57	271.43	
Business Rates	12	11,775.00	11,775.00	11,774.27	0.73	0.00	0.73	1,177.00	1,177.43	-0.43	1,178.00	1,177.43	0.57	0.00	0.00	0.00	
Water	13	1,800.00	1,650.00	1,107.73	542.27	150.00	692.27	150.00	0.00	150.00	150.00	0.00	150.00	150.00	234.22	-84.22	
Gas	41	2,000.00	924.00	0.00	924.00	1,076.00	2,000.00	70.00	0.00	70.00	70.00	0.00	70.00	70.00	0.00	70.00	
Electric	38	1,000.00	1,748.00	1,325.37	422.63	-748.00	-325.37	250.00	0.00	250.00	250.00	0.00	250.00	250.00	0.00	250.00	
Cleaning	17	1,500.00	1,375.00	2,786.26	-1,411.26	125.00	-1,286.26	125.00	104.44	20.56	125.00	257.73	-132.73	125.00	1,370.72	-1,245.72	Waste invoices for the year entered
Centre Totals		56,637.00	53,206.00	51,988.14	1,217.86	3,431.00	4,648.86	4,963.00	4,164.42	798.59	4,964.00	4,777.71	186.30	3,786.00	4,820.06	-1,034.06	

Combined Expenditure Totals		381,955.00	251,289.00	239,664.70	11,624.30	130,666.00	142,290.30	22,315.00	19,597.38	2,717.62	21,926.00	28,415.24	-6,489.24	21,502.00	24,007.20	-2,505.20	
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Income 2017/2018

		Full Year Predicted Income 2017	Year to date Budget 01/04/2017 - 28/02/2018	Year to Date Income 01/04/2017 - 28/02/2018	Year to date Variance + / -	Remaining Budget 01/08/2017- 31/03/2018	Full Year Budget minus Full year Income	December 16 Budget	December 16 Income	Variance + / -	January 17 Budget	January 17 Income	Variance + / -	February 17 Budget	February 17 Income	Variance + / -	Notes
The Trust income																	
Annual charge	a	-385,609.00	-384,560.00	-382,670.57	-1,889.43	-1,049.00	-2,938.43	- 954.00	-2,306.44	1,352.44	- 715.00	-571.46	-143.54	- 477.00	-319.09	-157.91	Income £61k higher than budgeted but budget includes VAT
Administration fees	b	-12,000.00	-12,000.00	-23,908.75	11,908.75	0.00	11,908.75	-1,200.00	-3,600.00	2,400.00	-1,200.00	-1,767.50	567.50	-	-1,391.25		
Contribution for Youth Worker	26	-950.00	-880.00	0.00	-880.00	-70.00	-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	-2,456.99	2,456.99	0.00	2,456.99	0.00	-24.99	24.99	0.00	-251.15	251.15	-	-123.73		Insurance excess refunded
The Trust Total income NET		-398,559.00	-397,440.00	-409,036.31	11,596.31	-1,119.00	10,477.31	-2,234.00	-5,931.43	3,697.43	-1,995.00	-2,590.11	595.11	-557.00	-1,834.07	-237.91	
The Centre income																	
Proportioned Centre Costs (income)		-4,537.00	-5,070.00	-4,265.40	-804.60	533.00	-271.60	-488.00	-321.75	-166.25	-488.00	-360.22	-127.78	-488.00	-402.84	-85.16	
Trust subsidy		-26,100.00	-23,925.00	-19,224.10	-4,700.90	-2,175.00	-6,875.90	-2,175.00	-1,459.92	-715.08	-2,175.00	-2,007.96	-167.04	-2,175.00	-2,257.80	82.80	
Avalon bookings	c	-26,000.00	-23,837.00	-28,498.64	4,661.64	-2,163.00	2,498.64	-2,167.00	-2,382.75	215.75	-2,167.00	-2,409.52	242.52	-2,167.00	-2,159.42	-7.58	
The Centre Total income NET		-56,637.00	-52,832.00	-51,988.14	-843.86	-3,805.00	-4,648.86	-4,830.00	-4,164.42	-665.59	-4,830.00	-4,777.71	-52.30	- 2,000.00	-4,820.06	2,820.06	
Total Income		-455,196.00	-450,272.00	-461,024.45	10,752.45	-4,924.00	5,828.45	-7,064.00	-10,095.85	3,031.85	-6,825.00	-7,367.82	542.82	-2,557.00	-6,654.13	2,582.15	

Net Expenditure		-73,241.00	-198,983.00	-221,359.75	22,376.75	125,742.00	148,118.75	15,251.00	9,501.54	5,749.46	15,101.00	21,047.43	-5,946.43	18,945.00	17,353.07	76.95
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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	<u>39,553.50</u>