



**AGENDA**  
**Elsea Park Community Trust Board Meeting**  
**Thursday 3<sup>rd</sup> May 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 Welcome and Apologies</b>	<b>JB</b>
<b>19:05</b>	<b>2 Minutes from previous meeting held on 5<sup>th</sup> April 2018</b>	<b>JB</b>
<b>19:10</b>	<b>3 Matters arising from the Minutes</b>	<b>All</b>
<b>19:20</b>	<b>4 Management report</b>	<b>BC/BL</b>
<b>19:40</b>	<b>5 Monthly Finance Report</b>	<b>BC/BL</b>
<b>20:00</b>	<b>6 General Data Protection Requirements (GDPR)</b>	<b>BC</b>
<b>20:05</b>	<b>7 Directors Items</b>	<b>All</b>
<b>20:25</b>	<b>8 Any Other Business</b>	<b>All</b>
<b>23:35</b>	<b>9 Date of the next meeting: Thursday 7<sup>th</sup> June 2018</b>	<b>All</b>

**Elsa Park Community Trust Board Meeting Minutes**  
**Thursday 3<sup>rd</sup> May, 2018**

<b>Present:</b>		
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
<b>In Attendance:</b>		
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, Sylwester Riminski, and Dan Browne. BC (who is away on holiday) had also sent his apologies.

### 2. Minutes from the Previous Meeting Held on 8<sup>th</sup> April 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 updated the Board regarding the potential new footpath to serve Bourne Heights. He had received an email from LCC Highways in response to his hastener sent last month, however, the situation is no further forward. RR advised he had also received a communication from the Conservative Office offering further assistance from Nick Boles MP if required.

**Action RR**

3.2 RR advised that funding for the Assistant Youth Worker had been agreed and that The Trust needed to supply bank account details for the payment to be made. BL agreed to forward the details to RR.

**Action BL/RR**

### 3.3 **Bus Stop at Oak Spring Gardens**

RR reported that arrangements for the bus stop now needed to be negotiated with LCC Highways in conjunction with the suggestion to reduce the speed limit on Raymond Mays Way to 40mph. This would mean that the proposed bus stop would not require the building of a lay by and would open the way for a further bus stop at The Gables roundabout at a future date. It would also increase the funds available for matched funding for a footpath to serve Bourne Heights.

**Action RR**

### 3.4 **SKDC Leader and Deputy Leader visit**

As bad weather resulted in the cancellation of the visit of SKDC's Leader and Deputy Leader to Elsea Park, RR advised he has extended a further invitation.

**Action RR**

## 4. **Management Report**

In the absence of BC, BL presented the management report.

### 4.1 **Interactive Speed Sign**

RR suggested that any speed data collected should be discussed at Board meetings.

### 4.2 **Play Area at Oak Spring Gardens**

The three options for the additional piece of play equipment were discussed and Board members were requested to email their preferred option to BL.

**Action BL**

### 4.3 **First Aid and Defibrillator Training**

After the poor turnout of residents in April, JB would like to hold the course again after Picnic in the Park, inviting residents from Bourne and surrounding areas. BL will check the costs of advertising the event in local magazines. PK suggests advertising in Miracle, a charitable group for special needs.

**Action BL/PK**

### 4.4 **Newsletter**

4.4.1 JB advised that the newsletter had been further delayed as BC was still awaiting updates on the AGP Project and from Trading Standards regarding the No Cold Calling Zone. It is hoped the newsletter will be distributed by the end of May, though it will be posted online the day that the copy is sent to the printers.

4.4.2 JB asked directors to take responsibility to collate items for future newsletters including JB's 'View From The Chair' and PK's contribution from Oak Family Entertainment on a rota basis. These would then to be passed to BC to produce the newsletter.

**Action ALL/BC****5. Finance Reports**

5.1 BL presented the final Operational Expenditure Report for 2017/2018 and gave explanations for the variances.

**Action BL**

5.2 BL advised that Streets Auditors will be meeting BL at The Trust Office later this month to undertake the audit of the 2017/2018 accounts.

**Action BL**

5.3 Investment of the reserves were discussed. BL told the meeting that she had been unable to source an online account that required dual authorisation for withdrawals, though the search continues.

**Action BL****6. General Data Protection Regulations (GDPR)**

This item was included in the Management Report.

**7. Directors' Items**

There were no Directors' Items.

**8. Any Other Business**

8.1 PK said that the arrangements for Picnic in the Park 2018 were now in place. JB expressed his thanks to PK, NS and all the volunteers at Oak Family Entertainment for all their hard work.

8.2 BL read the first report submitted by CP, the Assistant Youth Worker. PF said he was heartened by CP's efforts in engaging young people and would like The Trust to offer something for the summer holidays. BL will include this as an agenda item for the June meeting and liaise with CP for her ideas.

**Action BL**

8.3 MM advised that CS (the funding specialist) is preparing a template to send to local businesses to aid fundraising for the AGP project through advertising or investment.

8.4 JB informed the meeting that a Trust Member had contacted him asking if a Resident's Meeting could be held. JB advised them that he would be happy to organise a meeting and requested that the member get back to him with a proposed date.

**Action JB****9. Date of next meeting**

9.1 The next meeting will be held on 7<sup>th</sup> June 2018. JD and BL gave their apologies as they will be unable to attend

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

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

**Date:** Friday 27<sup>th</sup> April 2018

**Subject:** Management Report – April 2018

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

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## **1. AGP Project**

You may recall from my email of 18<sup>th</sup> April that the application to the Football Foundation Funding Panel will now be in January 2019 rather than October 2018 as originally hoped. If all goes according to plan, the facilities should be ready for use in January 2020.

The only further update is that Surfacing Standards Ltd have just up issued the design drawings and supporting document for the planning application to correct a few minor errors and omissions that I picked up on the original release.

## **2. Land Transfers**

Disappointingly, the work to install the new fencing on the play area Great Leighs did not commence on 16<sup>th</sup> April as we were promised, and I have still not had sight of any of the documents showing the maintainable boundary. I therefore contacted Barratt Davis Wilson Homes last week to advise that they would have to propose a new date for the transfer once the remedial work had been completed to our satisfaction and we were in receipt of all documentation pertaining to the transfer.

There is more bad news regarding the Kier Transfers. The Technical Manager (JT) who has been liaising with me on the transfers has left the company and his replacement has yet to be appointed.

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

We will be submitting our funding request for 25% of the costs of the project in either late May or early June.

## **4. Interactive Speed Sign**

I have been advised that Road Safety Partnership should be supplying the active and passive signs within the next six to eight weeks.

## **5. GDPR**

The new secure filing cabinets have now been received and are in use. The outstanding GDPR measures will be in place before the new regulations become law on 25<sup>th</sup> May 2018.

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

The proposals for an additional piece of equipment have been received and will be circulated to Board Members under separate cover for consideration ahead of, and for discussion at the meeting. If The Board feels the additional equipment should be purchased (and other improvements implemented), permission will be required from Taylor Wimpey as the play area has not yet been legally transferred to The Trust.

## **7. Elsea Park No Cold Calling Zone**

The response to the letter that was delivered to all homes on Elsea Park by PCSO Graeme Parrott and a team of Police Cadets last week proposing that Elsea Park become a No Cold Calling Zone has been overwhelming with just over three hundred returns in favour of the proposal. We have no doubt that Elsea Park will become the largest NCCZ in the county, and we plan to publicise its implementation as widely as possible.

## **8. New Picnic Bench and Additional Litter Bins**

Earlier this week we took delivery of the new wheelchair-friendly picnic bench which is now sited on the patio outside The Centre. We also took delivery of twelve additional litter bins, some of which will be deployed within the next few weeks.

## **9. Grounds Maintenance**

I met with the Operations Manager from CGM earlier this week to complain that they are not carrying out their work to the required standard and that we expect an immediate improvement. I will also be asking for a reduction in this month's invoice by way of compensation.

## **10. First Aid and Defibrillator Training**

M-Fire ran a free drop in training session at the Centre on the afternoon of Saturday 21<sup>st</sup> April covering First Aid and the use of defibrillators. Disappointingly, not a single person attended the session which was advertised on our website, social media streams, and on our three notice boards. The event was also publicised by M-Fire.

## **11. Newsletter**

Now that we finally have some news I hope to produce the Newsletter early next week. The normal turn around from the printers is five working days, so the Newsletter should be available for distribution the following week.

Item	2017 Budget	Year to date Budget 01/04/2017 - 31/03/2018	Year to Date Expenditure 01/04/2017 - 31/03/2018	Year to date Variance +/-	Remaining Budget 01/09/2017- 31/03/2018	Full Year Budget minus Full year Expenditure	February 18 Budget	February 18 Expenditure	Variance +/-	March 18 Budget	March 18 Expenditure	Variance +/-	Notes
Office Staff Salaries	75,000.00	75,000.00	68,545.99	6,454.01	0.00	6,454.01	5,835.00	5,768.81	66.20	11,835.00	5,768.81	6,066.20	Admin staff's allocated time increased for cleaning & caretaking
Employers NI & Pension	11,900.00	11,900.00	4,253.15	7,646.85	0.00	7,646.85	635.00	547.86	87.14	5,287.00	547.86	4,739.14	
Staff Training & Other Staffing costs	1,000.00	1,000.00	2,663.17	-1,663.17	0.00	-1,663.17	83.00	0.00	83.00	87.00	50.00	37.00	
Communications, Printing and Advertising, P.R (literature, Brochure)	4,100.00	4,100.00	1,585.06	2,514.94	0.00	2,514.94	342.00	864.11	-522.11	338.00	0.00	338.00	
Franking	2,000.00	2,000.00	1,253.35	746.65	0.00	746.65	167.00	500.00	-333.00	163.00	150.00	13.00	
Office Stationery	2,491.00	2,491.00	992.87	1,498.13	0.00	1,498.13	207.00	635.05	-428.05	214.00	2.20	211.80	
Travel & Subsistence	200.00	200.00	0.00	200.00	0.00	200.00	17.00	200.00	0.00	13.00	0.00	13.00	
Telephone/Mobile and Internet	2,000.00	2,000.00	1,171.73	828.27	0.00	828.27	167.00	10.00	157.00	163.00	0.00	163.00	
Website, IT and Software	4,000.00	4,000.00	1,860.45	2,139.55	0.00	2,139.55	333.00	69.99	263.01	337.00	0.00	337.00	
Membership & Subscription	492.00	492.00	284.50	207.50	0.00	207.50	41.00	0.00	41.00	41.00	0.00	41.00	
Audit and Accountancy Fees	4,100.00	4,100.00	5,273.00	-1,173.00	0.00	-1,173.00	50.00	0.00	50.00	0.00	0.00	0.00	
Legal Fees (Court action)	1,000.00	1,000.00	1,555.00	-555.00	0.00	-555.00	83.00	1,500.00	-1,417.00	87.00	0.00	87.00	
Professional Fees	2,320.00	2,320.00	0.00	2,320.00	0.00	2,320.00	193.00	0.00	193.00	197.00	0.00	197.00	
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	
Sports Facilities	10,000.00	10,000.00	1,680.00	8,320.00	0.00	8,320.00	0.00	0.00	0.00	9,160.00	840.00	8,320.00	Funds not spent in 2017/2018, transferred to next year's budget
Miscellaneous Expenditure	1,000.00	1,000.00	-152.06	1,152.06	0.00	1,152.06	83.00	7.60	75.40	87.00	0.00	87.00	
Trust Community Grants	1,000.00	1,000.00	0.00	1,000.00	0.00	1,000.00	83.00	0.00	83.00	87.00	0.00	87.00	
Anniversary Weekend & other events	2,000.00	2,000.00	2,696.77	-696.77	0.00	-696.77	0.00	300.00	-300.00	0.00	10.00	-10.00	
Charges (card machine, harlands, bank)	11,000.00	11,000.00	3,349.14	7,650.86	0.00	7,650.86	917.00	496.68	420.32	913.00	91.14	821.86	Harland's charges lower due to new procedures in place
Proportioned Centre Costs	4,537.00	4,537.00	4,303.15	233.85	0.00	233.85	43.00	402.84	-359.84	37.75	37.75	-37.75	
Depreciation allowance	35,000.00	35,000.00	35,679.00	-679.00	0.00	-679.00	0.00	0.00	0.00	35,000.00	35,679.00	-679.00	
Contribution to The Centre	26,100.00	26,100.00	17,932.40	8,167.60	0.00	8,167.60	2,175.00	2,257.80	-82.80	2,175.00	-1,291.70	3,466.70	Centre costs reduced. No business rates and waste costs entered in April
<b>Trust Totals</b>	<b>205,040.00</b>	<b>205,040.00</b>	<b>159,713.75</b>	<b>45,326.25</b>	<b>0.00</b>	<b>45,326.25</b>	<b>11,454.00</b>	<b>13,360.73</b>	<b>-1,906.73</b>	<b>66,184.00</b>	<b>41,885.05</b>	<b>24,298.95</b>	

Operational Groundsman Budget

Salaries	20,500.00	20,500.00	21,824.05	-1,324.05	0.00	-1,324.05	1,851.00	926.94	924.06	457.00	1,660.22	-1,203.22	
Employers NI	1,700.00	1,700.00	1,123.33	576.67	0.00	576.67	126.00	30.36	95.64	88.32	88.32	-88.32	
Temporary Staff	0.00	0.00	2,660.14	-2,660.14	0.00	-2,660.14	0.00	0.00	0.00	0.00	0.00	0.00	
Grounds Maintenance Contract	35,000.00	35,000.00	25,839.44	9,160.56	0.00	9,160.56	1,917.00	1,929.12	-12.12	13,913.00	1,929.12	11,983.88	Service not used as expected
Equipment Hire	513.00	513.00	30.00	483.00	0.00	483.00	0.00	0.00	0.00	513.00	0.00	513.00	
Repairs and Renewals	3,800.00	3,800.00	4,390.84	-590.84	0.00	-590.84	0.00	84.00	-84.00	120.00	0.00	120.00	
Ditch & Dyke Maintenance, Fence repairs and replacements	30,500.00	30,500.00	4,557.88	25,942.12	0.00	25,942.12	245.00	102.69	142.31	26,831.00	1,100.00	25,731.00	Funds not spent in 2017/2018, transferred to next year's budget
Habitat Ponds	8,000.00	8,000.00	0.00	8,000.00	0.00	8,000.00	0.00	0.00	0.00	8,000.00	0.00	8,000.00	Funds not spent in 2017/2018, transferred to next year's budget
Arboricultural Survey & Tree maintenance	1,000.00	1,000.00	1,256.66	-256.66	0.00	-256.66	450.00	790.00	-340.00	100.00	0.00	100.00	
Landscaping Projects (New works)	5,000.00	5,000.00	10,712.87	-5,712.87	0.00	-5,712.87	417.00	1,900.00	-1,483.00	413.00	0.00	413.00	
Fuel, Oil and Water	500.00	500.00	104.07	395.93	0.00	395.93	42.00	0.00	42.00	38.00	0.00	38.00	
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	
Bird boxes & Wildlife goods	1,968.00	1,968.00	162.13	1,805.87	0.00	1,805.87	0.00	63.30	-63.30	1,868.00	0.00	1,868.00	
Play ground inspection	700.00	700.00	581.00	119.00	0.00	119.00	0.00	0.00	0.00	100.00	0.00	100.00	
<b>Groundsman Totals</b>	<b>110,278.00</b>	<b>110,278.00</b>	<b>74,625.52</b>	<b>35,652.48</b>	<b>0.00</b>	<b>35,652.48</b>	<b>5,048.00</b>	<b>5,826.41</b>	<b>-778.41</b>	<b>52,353.00</b>	<b>4,777.66</b>	<b>47,575.34</b>	

Operational The Centre Budget

Staff salaries	26,000.00	26,000.00	27,120.66	-1,120.66	0.00	-1,120.66	2,344.00	2,307.83	36.17	455.00	2,464.99	-2,009.99	Proportion of admin staff costs increased
Employers NI	1,600.00	1,600.00	529.38	1,070.62	0.00	1,070.62	59.00	79.72	-20.72	989.00	79.72	909.28	
Youth Activities	506.00	506.00	429.80	76.20	0.00	76.20	42.00	366.00	-324.00	44.00	63.80	-19.80	
PRS & Licenses	1,500.00	1,500.00	928.62	571.38	0.00	571.38	25.00	25.00	0.00	565.00	0.00	565.00	
Advertising, Communications & Printing	456.00	456.00	169.64	286.36	0.00	286.36	38.00	0.00	38.00	38.00	0.00	38.00	
The Centre repairs, renewals, maintenance	8,500.00	8,500.00	8,458.09	41.91	0.00	41.91	708.00	436.57	271.43	712.00	33.17	678.83	
Business Rates	11,775.00	11,775.00	11,774.27	0.73	0.00	0.73	0.00	0.00	0.00	0.00	0.00	0.00	
Water	1,800.00	1,800.00	1,107.73	692.27	0.00	692.27	150.00	234.22	-84.22	150.00	0.00	150.00	
Gas	2,000.00	994.00	0.00	994.00	1,006.00	2,000.00	70.00	0.00	70.00	70.00	0.00	70.00	
Electric	1,000.00	2,006.00	1,325.37	680.63	-1,006.00	-325.37	250.00	0.00	250.00	258.00	0.00	258.00	
Cleaning	1,500.00	1,500.00	2,936.64	-1,436.64	0.00	-1,436.64	125.00	1,370.72	-1,245.72	125.00	150.38	-25.38	
<b>Centre Totals</b>	<b>56,637.00</b>	<b>56,637.00</b>	<b>54,780.20</b>	<b>1,856.80</b>	<b>0.00</b>	<b>1,856.80</b>	<b>3,811.00</b>	<b>4,820.06</b>	<b>-1,009.06</b>	<b>3,406.00</b>	<b>2,792.06</b>	<b>613.94</b>	

<b>Combined Expenditure Totals</b>	<b>371,955.00</b>	<b>371,955.00</b>	<b>289,119.47</b>	<b>82,835.53</b>	<b>0.00</b>	<b>82,835.53</b>	<b>20,313.00</b>	<b>24,007.20</b>	<b>-3,694.20</b>	<b>121,943.00</b>	<b>49,454.77</b>	<b>72,488.23</b>	
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**Income 2017/2018**

	Full Year Predicted Income 2017	Year to date Budget 01/04/2017 - 31/03/2018	Year to Date Income 01/04/2017 - 31/03/2018	Year to date Variance + / -	Remaining Budget 01/08/2017- 31/03/2018	Full Year Budget minus Full year Income	February 17 Budget	February 17 Income	Variance + / -	March 17 Budget	March 17 Income	Variance + / -	Notes
<b>The Trust income</b>													
Annual charge	-385,609.00	-385,609.00	-382,813.62	-2,795.38	0.00	-2,795.38	- 477.00	-319.09	-157.91	- 1,049.00	-143.05	-905.95	
Administration fees	-12,000.00	-12,000.00	-24,808.75	12,808.75	0.00	12,808.75	-	-1,391.25	1,391.25	-	-900.00	900.00	
Contribution for Youth Worker	-950.00	-950.00	0.00	-950.00	0.00	-950.00	-80.00	0.00	-80.00	-70.00	0.00	-70.00	
Other	0.00	0.00	-2,091.54	2,091.54	0.00	2,091.54	-	-123.73	123.73	0.00	365.45	-365.45	Infilled Swale fencing costs not yet charged to developer
<b>The Trust Total income NET</b>	<b>-398,559.00</b>	<b>-398,559.00</b>	<b>-409,713.91</b>	<b>11,154.91</b>	<b>0.00</b>	<b>11,154.91</b>	<b>-557.00</b>	<b>-1,834.07</b>	<b>1,277.07</b>	<b>-1,119.00</b>	<b>-677.60</b>	<b>-441.40</b>	
<b>The Centre income</b>													
Proportioned Centre Costs (income)	-4,537.00	-4,537.00	-4,303.15	-233.85	0.00	-233.85	-43.00	-402.84	359.84	0.00	-37.75	37.75	
Trust subsidy	-26,100.00	-26,100.00	-17,932.40	-8,167.60	0.00	-8,167.60	-2,175.00	-2,257.80	82.80	-2,175.00	1,291.70	-3,466.70	
Avalon bookings	-26,000.00	-26,000.00	-32,544.65	6,544.65	0.00	6,544.65	-2,167.00	-2,159.42	-7.58	-2,163.00	-4,046.01	1,883.01	Includes £1200 from Scout, Cubs & Beavers group for 2018/19
<b>The Centre Total income NET</b>	<b>-56,637.00</b>	<b>-56,637.00</b>	<b>-54,780.20</b>	<b>-1,856.80</b>	<b>0.00</b>	<b>-1,856.80</b>	<b>- 2,000.00</b>	<b>-4,820.06</b>	<b>2,820.06</b>	<b>- 2,000.00</b>	<b>-2,792.06</b>	<b>792.06</b>	
<b>Total Income</b>	<b>-455,196.00</b>	<b>-455,196.00</b>	<b>-464,494.11</b>	<b>9,298.11</b>	<b>0.00</b>	<b>9,298.11</b>	<b>-2,557.00</b>	<b>-6,654.13</b>	<b>4,097.13</b>	<b>-3,119.00</b>	<b>-3,469.66</b>	<b>350.66</b>	

<b>Net Expenditure</b>	<b>-83,241.00</b>	<b>-83,241.00</b>	<b>-175,374.64</b>	<b>92,133.64</b>	<b>0.00</b>	<b>92,133.64</b>	17,756.00	17,353.07	402.93	118,824.00	45,985.11	72,838.89	
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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
<b>Total remaining fund</b>	<b>39,553.50</b>