



AGENDA

**Elsea Park Community Trust Board Meeting
Thursday 7th June 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 3rd May 2018 JB
19:10	3	Matters arising from the Minutes All
19:20	4	Management report BC
19:40	5	Monthly Finance Report BC
20:00	6	General Data Protection Requirements (GDPR) BC
20:05	7	Directors Items All
	7.1	Activity for young people during the Summer holidays PF
20:25	8	Any Other Business All
20:55	9	Date of the next meeting: Thursday 5th July 2018 All

Elsea Park Community Trust Board Meeting Minutes
Thursday 7th June 2018

Present:		
Jono Brough	JB	Owner Director (Chair)
Michael Marren	MM	Owner Director (Vice Chair)
James Fordham	JF	Owner Director
Peggy Kent	PK	Resident Director
Cllr Robert Reid	RR	SKDC Representative
In Attendance:		
Barry Cook	BL	Trust Manager

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 Jo Derrick, Paul Fellows, and Dan Browne. Bea Laidler (who is on holiday) had also sent her apologies.

2. Minutes from the Previous Meeting Held on 3rd May 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 advised that LCC Highways had now drawn up the plans for a new footpath to link Bourne Heights to West Road and that they would be contacting him soon regarding costings, the proposed reduction of the speed limit on Raymond May, and the provision of the bus stop at Oak Spring Gardens (which are all linked).

Action RR

3.2 RR told the meeting he now has the bank details for payment of his Community Fund contribution to support the Assistant Youth Worker and that the money will be transferred shortly.

Action RR

4.10 First Aid and Defibrillator Training

BC advised that there had been further expressions of interest in this course and that it would be delivered during the summer. He will await any further responses before placing the purchase order with the training provider.

Action BC

8.4 Residents Meeting

JB advised that the member who had contacted him asking that a meeting be organised for residents had not got back to him following JB's request for some proposed dates for the meeting.

4. Management Report

Updates to the written report circulated prior to the meeting were given:

4.1 AGP Project

BC advised that no date has been set (as yet) for Soiltechnics to carry out the second Intrusive Ground Survey.

4.2 Grounds Maintenance

4.2.1 BC stated it was clear some of the areas maintained by the contractor are still not up to the standard specified by the contract, despite meetings with the Operations Manager and subsequent escalation to the Head of Operations (Grounds), MG.

4.2.2 At meeting with MG in mid-May, BC had pointed out the various shortcomings and advised that The Trust was withholding payment of April's invoice until an adjustment was made to reflect the poor quality of work and the scheduled activities that had been missed; MG agreed to review and amend the invoice as appropriate prior to resubmission for payment.

4.2.3 BC said he had stressed to MG that The Trust were seeking major improvements rather than lower costs and that wanted to see a return of the high standards that had previously been delivered. In particular, the grass was not being cut short enough and BC had told the MG that unless these improvements were forthcoming The Trust would seek to terminate the contract.

4.2.4 The contractors were back on site on 29 May for their next scheduled visit and although the areas that had been missed had all been attended to, complaints about strimming were received from some residents, and once again, the grass was not cut to the specification of the contract. BT advised The Board that he was still not happy with the standard of the work, felt that the contractors had not taken his threat of early termination seriously, and sought advice from The Board as to whether to terminate the contract with immediate effect.

4.2.5 A long discussion ensued, and with The Board being of the opinion that it would be difficult (if not impossible) to find another suitable contractor to take over at short notice in the height of the grass cutting season, BC was instructed to give a final warning to MG that unless an immediate improvement was seen on the next visit, the contract would be rescinded. BC agreed to arrange another meeting with MG to deliver The Board's warning face to face.

5. Finance Reports

5.1 In BL's absence, BC presented the Operational Expenditure Report for the period ending 30 April 2018 and gave explanations for the variances.

5.2 BC then gave an overview of the current situation with debtors, stating that the first chase letters for non-payment of the 2018 / 2019 Annual Charge were sent out on 24th May and highlighted three particular issues:

- One Housing Association has yet to settle this year's invoice (approx. £7600)
- BL will be making fifteen applications to the courts for judgements against fifteen long-standing debtors.
- There are credits of just over £9000 on member accounts including:
 - £5500 from two Housing Associations (for golden brick exchanges).
 - £3500 of cleared funds primarily from solicitors / conveyancers from whom Applications for Membership and Deeds of Covenant have yet to be received and a relatively lower sum from members who have paid to invoice rather than paid to statement.

Action BL

5.3 BC advised The Board of the continuing difficulty in sourcing an Investment account that gave a reasonable return whilst offering the security of dual authentication for withdrawals or transfers. In the discussion that ensued, it was decided that professional advice should be taken from an Independent Financial Adviser and BC agreed to find one as a matter of urgency.

Action BC

6. General Data Protection Regulations (GDPR)

6.1 BC advised that other than periodic review, all actions had been completed and GDPR would now be removed as a standing agenda item.

6.2 JB thanked BC for the hard work that had been put into ensuring that The Trust was prepared (as far as possible) for GDPR.

7. Directors' Items

7.1 Organised activities for young people during the Summer holidays (submitted by PF who was unfortunately unable to attend the meeting). BC explained that PF has suggested The Trust might organize additional evening activities during the summer holidays to give teenagers something to do. BC added that he had spoken to NS, who said she did not have the capacity to deliver extra sessions (other than the existing Wednesday evening youth clubs) and that there was very limited availability in The Centre with the current schedule.

7.2 In the discussion that followed, the general feeling of the directors was that The Trust already supported various activities for Young People, particularly in respect of the afternoon sessions for younger children that NS facilitates during the summer holidays and the weekly youth club. The decision not to offer further activities was unanimous.

8. Any Other Business

8.1 RR advised that following BC's request he would be raising the matter of the provision of the equipped play area at the junction of The Gables and Chepstow Drive (that neither residents nor The Trust feel is needed) at a Development Control Meeting at SKDC next week. BC thanked him for his continued efforts in this matter.

Action RR

8.2 PK advised the meeting that:

- Just over two hundred wristbands for Picnic in The Park had been collected on Wednesday evenings.
- A poll organised by the Elsea Park Residents Facebook page (run by residents) had indicated that 72% of respondents were in favour of the AGP (football facility) project.
- Some residents were still enquiring about the provision of allotments and a community garden on Elsea Park. BC told those present that there was no area of land presently in The Trust's ownership that offered vehicular access for allotments, but this may change when Zone 8 is sold for development and the public open space in that zone becomes available. The board agreed this should be discussed with the S106 Officer at SKDC when Zone 8 comes up for development.
- Eleven new members had attended the older youth meeting last week, and that figure had increased to nineteen this week. JB asked NS to pass on The Board's thanks to everyone involved with the Wednesday evening clubs.

Action PK

9. Date of next meeting

9.1 The next meeting will be held on 5th July 2018. RR gave his apologies for being unable to attend the meeting.

There being no further business, the meeting closed at 21:15.

Report to: Elsea Park Community Trust Board

Date: Monday 4th June 2018

Subject: Management Report – June 2018

From: Barry Cook – Community Trust Manager

1. AGP Project

The Intrusive Ground Survey results have now come back from the contractor and have indicated some issues that will impact on the project costs.

To determine the extent of the impact, a further survey is required and after consulting with MM, I approved the additional survey.

I have spoken to CS who advises that any increase in costs might well be funded by an increase in the grant from the Football Foundation.

2. Land Transfers

No further developments.

3. LED Lighting & Energy Saving Projects

We will be submitting our funding request for 25% of the costs of the project in later this month.

4. Interactive Speed Sign

No further news from BTC.

5. GDPR

I am confident that we now as compliant as possible given the varying opinions on GDPR compliance.

6. Play Area at Oak Spring Gardens

The order for the new equipment has now been placed; the lead time for installation is expected to be between six and eight weeks.

7. Elsea Park No Cold Calling Zone

Trading Standards placed the Purchase Order for Qty 50 NCCZ signs for Elsea Park on 31 May. We are now waiting for the delivery and installation of the signs and the NCCZ information packs for delivery to every home.

8. Litter Bins

Two new litter bins have now been installed on Little Garth and two bins replaced in the Badger Lane and Great Leighs play areas.

9. Grounds Maintenance

The contractor is not delivering the contract to the agreed standard and although the team were here for four days last week, there are still some shortfalls.

My efforts to get them to raise their game are continuing, meanwhile we are withholding payment of their invoices until the outstanding work is complete.

10. First Aid and Defibrillator Training

We have only had one expression of interest for the training to date.

11. Newsletter

The Newsletter was published on The Trust website and Facebook page on Thursday 24 May 2018 and copy was received back from the printers Wed 30th May and delivered to all homes on Elsea Park by COB on Friday 1 June.

We were very grateful from the help we received from a number of residents who covered various roads and areas of Elsea Park to enable us to get the Newsletters out so quickly.

Operational Trust Budget



Item		2018/2019 Spend Budget		Year to date Budget 01/04/2018 - 30/04/2018	Year to Date Expenditure 01/04/2018 - 30/04/2018	Year to date Variance + / -	Remaining Budget 01/05/2018 - 31/03/2019	Full Year Budget minus Full year Expenditure	April 18 Budget	April 18 Expenditure	Variance + / -	Notes
Office Staff Salaries		70,487		5,790.00	5,787.11	2.89	64,697.04	64,699.93	5,790.00	5,787.11	2.89	
Employers NI & Pension		7,038		593.00	582.59	10.41	6,444.89	6,455.30	593.00	582.59	10.41	
Agency and temporary staff	1	-		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Staff Training	2	500		0.00	0.00	0.00	500.00	500.00	0.00	0.00	0.00	
Recruitment & Other Staffing Costs	3	500		0.00	0.00	0.00	500.00	500.00	0.00	0.00	0.00	
Communications, Printing and Advertising	4	2,500		0.00	0.00	0.00	2,500.00	2,500.00	0.00	0.00	0.00	
Franking	5	2,500		100.00	0.00	100.00	2,400.00	2,500.00	100.00	0.00	100.00	
Office Stationery	6	2,000		175.00	65.25	109.75	1,825.00	1,934.75	175.00	65.25	109.75	
Travel & Subsistence	7	150		0.00	0.00	0.00	150.00	150.00	0.00	0.00	0.00	
Telephone/Mobile and Broadband	8	1,000		80.00	225.06	-145.06	920.00	774.94	80.00	225.06	-145.06	
Website, IT and Software	9	4,000		300.00	0.00	300.00	3,700.00	4,000.00	300.00	0.00	300.00	
Membership & Subscription	10	500		40.00	0.00	40.00	460.00	500.00	40.00	0.00	40.00	
Audit and Accountancy Fees	11	5,500		50.00	47.25	2.75	5,450.00	5,452.75	50.00	47.25	2.75	
Legal Fees (Court action)	12	1,000		0.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00	
Professional Fees	13	2,400		200.00	0.00	200.00	2,200.00	2,400.00	200.00	0.00	200.00	
Insurance	14	5,000		0.00	0.00	0.00	5,000.00	5,000.00	0.00	0.00	0.00	
Noticeboards	15	10,000		0.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00	0.00	
Sports Facilities	16	200,000		1,675.00	1,675.17	-0.17	198,325.00	198,324.83	1,675.00	1,675.17	-0.17	
Miscellaneous Expenditure	17	500		0.00	125.00	-125.00	500.00	375.00	0.00	125.00	-125.00	
Bird boxes	18	250		0.00	0.00	0.00	250.00	250.00	0.00	0.00	0.00	
Trust Community Grants	19	1,000		0.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00	
Anniversary Weekend & other events	20	3,500		120.00	0.00	120.00	3,380.00	3,500.00	120.00	0.00	120.00	
Charges (card machine, harlands, bank)	21	3,500		500.00	591.02	-91.02	3,000.00	2,908.98	500.00	591.02	-91.02	
Proportioned Centre Costs	22	4,457		410.13	316.26	93.87	4,046.87	4,140.74	410.13	316.26	93.87	
Depreciation allowance	23	36,000		0.00	0.00	0.00	36,000.00	36,000.00	0.00	0.00	0.00	
Contribution to The Centre		31,072		2,778.87	2,196.44	582.43	28,293.44	28,875.86	2,779	2,196	582.43	
Trust Totals		395,354		12,812	11,611	1,201	354,248.79	354,867.22	10,033.13	11,611.15	618.42	

Operational Groundsman Budget

Salaries		21,710		1,788.00	1,782.42	5.58	19,921.88	19,927.46	1,788.00	1,782.42	5.58	
Employers NI		1,628		135.00	91.08	43.92	1,493.34	1,537.26	135.00	91.08	43.92	
Grounds Maintenance Contract	24	36,400		3,000.00	1,929.12	1,070.88	33,400.00	34,470.88	3,000.00	1,929.12	1,070.88	
Equipment Hire	25	534		0.00	0.00	0.00	533.52	533.52	0.00	0.00	0.00	
Miscellaneous Expenditure	26	3,952		0.00	19.56	-19.56	3,952.00	3,932.44	0.00	19.56	-19.56	
Ditch & Dyke Maintenance, Fence repairs and replacements	27	26,200		0.00	0.00	0.00	26,200.00	26,200.00	0.00	0.00	0.00	
Habitate Ponds	28	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Arboricultural Survey & Tree maintenance	29	1,100		0.00	0.00	0.00	1,100.00	1,100.00	0.00	0.00	0.00	
Landscaping Projects (New works)	30	2,500		0.00	0.00	0.00	2,500.00	2,500.00	0.00	0.00	0.00	
Fuel, Oil and Water	31	500		25.00	0.00	25.00	475.00	500.00	25.00	0.00	25.00	
Vehicle Insurance	32	1,500		0.00	0.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00	
Wildlife goods	33	0		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Play ground inspection	34	728		0.00	0.00	0.00	728.00	728.00	0.00	0.00	0.00	
Groundsman Totals		96,752		4,948.00	3,822.18	1,125.82	91,803.73	92,929.55	4,948.00	3,822.18	1,125.82	

Operational The Centre Budget

Staff salaries		34,050		3,027.00	2,840.14	186.86	31,023.41	31,210.27	3,027.00	2,840.14	186.86	
Employers NI		955		78.00	77.40	0.60	877.14	877.74	78.00	77.40	0.60	
Youth Activities	35	500		0.00	0.00	0.00	500.00	500.00	0.00	0.00	0.00	
PRS & Licenses	36	1,500		0.00	0.00	0.00	1,500.00	1,500.00	0.00	0.00	0.00	
Advertising, Communications & Printing	37	474		0.00	0.00	0.00	474.23	474.23	0.00	0.00	0.00	
The Centre repairs, renewals & maintenance	38	8,500		750.00	744.99	5.01	7,750.00	7,755.01	750.00	744.99	5.01	
Business Rates	39	12,120		1,212.00	1,212.00	0.00	10,908.00	10,908.00	1,212.00	1,212.00	0.00	
Water	40	1,500		100.00	0.00	100.00	1,400.00	1,500.00	100.00	0.00	100.00	
Electricity	41	500		42.00		42.00	458.00	500.00	42.00	0.00	42.00	
Gas	42	1,800		150.00	0.00	150.00	1,650.00	1,800.00	150.00	0.00	150.00	
Cleaning	43	1,560		130.00	48.00	82.00	1,430.00	1,512.00	130.00	48.00	82.00	
Centre Totals		63,460		5,489.00	4,922.53	566.47	57,970.78	58,537.25	5,489.00	4,922.53	2,553.00	

Item		2018/2019 Spend Budget		Year to date Budget 01/04/2018 - 30/04/2018	Year to Date Expenditure 01/04/2018 - 30/04/2018	Year to date Variance + / -	Remaining Budget 01/05/2018 - 31/03/2019	Full Year Budget minus Full year Expenditure	April 18 Budget	April 18 Expenditure	Variance + / -	Notes
Combined Expenditure Totals		555,566		23,249.00	20,355.86	2,893.14	504,023.31	506,334.02	20,470.13	20,355.86	16,323.20	

Income 2018/2019

		2018/2019 Income Budget		Year to date Budget 01/04/2018 - 30/04/2018	Year to Date Income 01/04/2018 - 30/04/2018	Year to date Variance + / -	Remaining Budget 01/04/2018 - 30/04/2018	Full Year Budget minus Full year Income	April 18 Budget	April 18 Income	Variance + / -	Notes
The Trust income												
Annual charge	a	-367,230		-353,764.90	-358,732.36	4,967.46	-13,465.10	-8,497.64	-353,764.90	-358,732.36	4,967.46	More new houses sold than budgeted for
Administration fees	b	-12,000		-1,000.00	-3,030.00	2,030.00	-11,000.00	-8,970.00	-1,000.00	-3,030.00	2,030.00	
Other	c	0		0.00	-2,099.47	2,099.47	0.00	2,099.47	0.00	-2,099.47	2,099.47	Infilled swale costs
The Trust Total income NET	a	-379,230		-354,764.90	-363,861.83	9,096.93	-24,465.10	-15,368.17	- 354,764.90	-363,861.83	9,096.93	

The Centre Income

Proportioned Centre Costs (income)		-4,387		-410.13	-316.26	-93.87	-3,977.35	-4,071.22	-410.13	-316.26	-93.87	
Trust Subsidy		-31,072		-2,778.87	-2,196.44	-582.43	-28,293.44	-28,875.86	-2,778.87	-2,196.44	-582.43	
Avalon Bookings	d	-28,000		-2,300.00	-2,409.83	109.83	-25,700.00	-25,590.17	-2,300.00	-2,409.83	109.83	
The Centre Total income NET		-63,460		-5,489.00	-4,922.53	-566.47	-57,970.78	-58,537.25	- 2,000.00	-4,922.53	-566.47	

Total Income		-442,690		-360,253.90	-368,784.36	8,530.46	-82,435.88	-73,905.42	-362,253.90	-368,784.36	8,530.46	
Total Net Budget		112,875.96		-337,004.90	-348,428.50	11,423.60	421,587.43	432,428.60	-341,783.77	-348,428.50	112,875.96	

OK

OK