



AGENDA
Elsea Park Community Trust Board Meeting
Thursday 5th July 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 June 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 2nd August 2018	All

Elsa Park Community Trust Board Meeting Minutes
Thursday 5th July, 2018

Present:		
Jono Brough	JB	Owner Director (Chair)
Michael Marren	MM	Owner Director (Vice Chair)
Jo Derrick	JD	School's Representative
Cllr Paul Fellows	PF	Bourne Town Council Representative
In Attendance:		
Barry Cook	BC	Trust Manager
Bea Laidler	BL	Finance and Admin Officer
Mark Underwood	MU	Prospective Owner Director

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 is required to declare the nature and extent of this 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).

1.1.2 PF declared an interest in Item 2.0 advising that PR acts as his personal Financial Advisor and would therefore not vote on this matter. It was felt by the other Directors that this interest should not preclude PF from taking part in any subsequent discussions.

1.1.3 PF Declared a further interest in Item 5.8 (relating to the donation of surplus furniture to Bourne Town Hall Trust).

1.2 JB welcomed everyone to the meeting and thanked them for attending.

1.3 JB welcomed MU, a prospective Owner Director to the meeting and asked if everyone could introduce themselves for the benefit of MU with a brief summary of their activities.

1.4 Apologies have been received from James Fordham, Peggy Kent, Robert Reid and Dan Browne.

2. Investment Opportunities (Paul Ross – Landmark IFA)

2.1 PR introduced himself and explained his role at Landmark IFA. He gave a presentation covering potential investments in view of The Trust's requirements that had been advised by BC. He explained his four areas of investment including Short Term Cash, Smoothed Funds, Short Term Dated Bonds and Alternatives and the fees for administering the investments

2.2 JB expressed his concern regarding the Alternative Investments as they are outside the Financial Services Compensation Scheme and therefore pose a risk to members' funds. It

was agreed that should The Trust proceed with Landmark that this option would not be considered.

2.3 JD queried the amount of commission that PR might receive from the fund providers if he were to act for The Trust. PR answered that no commission would be payable as this practice was prohibited by a regulatory change in 2013. JD then stated that if we suffered another banking crisis such as that in 2008, we could get back less than we had paid into these investments and that they should be viewed as 10 to 15 year long term investments. PR conceded that was the case; we could lose money in those circumstances.

2.4 JB thanked PR for attending and asked BC to scan and forward the presentation documents to him as soon as possible. JB will then circulate the presentation to all directors and invite comment before contacting PR with the board's decision.

2.5 PR thanked all present for inviting him to attend and left the meeting at 19:50.

Action BC / JB

2.6 Once PR had left, a general discussion took place. JD voiced her concern of risking residents' money suggesting that even 'low risk' investments still have a 20 – 30% possibility of failure. MM agreed, and the general feeling was that any risk to funds would be deemed unacceptable to members, even if this resulted in below-inflation returns. It was agreed that BL should pursue other cash investments.

2.7 BC reminded the meeting that the delays in moving funds into alternative accounts were because of The Trust's policy for dual-authorisation of any electronic bank transactions and that this must be a prime consideration before funds are moved from the main account..

Action BL

3. Minutes from the Previous Meeting Held on 7th June 2018

The minutes of the previous meeting were reviewed and accepted as a true record of that meeting.

4. Matters arising from the Minutes

4.1 Item 3.3 First Aid and Defibrillator Training – this is included as part of the Management Report.

4.2 Item 7.1 Organised Activities for Young People During the Summer Holidays – BL read the Youth Assistant's latest report which highlighted the success in encouraging older young people to attend the Youth Club. The summer holiday activities being considered are a pool competition and a barbecue. Other options will be discussed and will be finalised this week.

5. Management Report

BC presented the management report and gave the following updates.

5.1.1 Item 5.2: Land Transfers

There have been no developments from Kier regarding land transfer although Barrett David Wilson Homes are expected to transfer the Great Leighs LEAP now that the new fencing has

finally been completed. BC advised that SO has been carrying out landscaping improvements to the play area.

5.1.2 The infilled swale off Haydock Park Drive will be planted up by PE to form a small conservation area in the Autumn.

5.1.3 BC added that the LEAP, infilled swale, and the public open space on Little Garth are expected to be transferred simultaneously.

5.2 Item 5.44: Interactive Speed Sign

There has been no further news regarding the interactive speed sign. PF offered to take this up with the Town Clerk when he visits him tomorrow.

Action PF

5.3 Item 5.6: Elsea Park No Cold Calling Zone

5.3.1 BC has received a sample of the “stop sticker” and has requested some minor changes before it goes to print.

5.3.2 The costs to The Trust may be less than expected with only the changes the artwork (to include The Trust logo) being chargeable.

5.3.3 A3 signs will be sited at the vehicular entrances to Elsea Park and a number of smaller repeater signs will be fixed to the lampposts throughout the development.

5.3.4 Kier have advised they are reluctant to allow signs to be fixed to the lampposts before adoption (due to possible paint damage) but BC will take this up with DB to ask if he can intervene. He added that he had advised Kier that The Trust would be responsible for making good any paintwork if LCC Highways noted any during the adoption process, and could not understand Kier’s reluctance.

5.4 Item 5.8: Defibrillator & Basic Life Support Training

5.4.1 The training provider has responded to BC with a series of available dates to deliver the course. BC had already contacted those residents who had expressed an interest in attending the session and would book the most suitable date when all responses were received.

Action BC

5.4.2 BL advised she had contacted the Stamford Mercury ascertain the costs of advertising in the Mercury and The Bourne local to a wider audience. BL showed the two sizes that she felt were most appropriate and it was decided that subsequent courses may be advertised in this manner.

5.5 Item 5.9: Bourne Heights footpath

5.5.1 BC presented RR’s update. The plans have been agreed by Highways who have stated that it would be some time before the path can be laid. If LCC are required to meet any of the costs, works cannot commence until 2020/2021 as Highways will need to bid for funds for the project. If, however, LCC are not required to part fund the project, it could be included in the 2019 Programme of Works.

5.5.3 RR has approached Bourne Town Council for 50% of The Trust’s expected contribution.

5.5.4 The SKDC Planners intended to contact Larkfleet Homes to ask them if they might contribute towards the funding.

5.5.5 BC advised that Residents of Bourne Heights organised a meeting with a reporter from the Stamford Mercury the previous day. BC had attended this meeting, highlighted the efforts made by The Trust and explained a possible solution but that it relied on approaching a plot owner to seek their agreement to sell a small area of land to The Trust to enable the path to follow the route shown on the 2001 Masterplan.

5.5.6 Immediately after the meeting concluded, BC managed to contact the resident to ascertain if they might be amenable to this proposal if the board supported this new approach, and the resident advised they would give the matter further consideration.

5.5.7 The board felt this was an excellent idea subject to agreement on a fair price for the land. BC advised that he needed to confirm with the SKDC planning department and LCC Highways if the idea was viable. PF thanked BC for his hard work and his initiative in a plan that might break the deadlock and get a path in much more quickly than originally envisaged.

Action BC

5.6 Item 5.10: Play Area in The Gables

5.6.1 Following RR's intervention, BC has now received confirmation that the SKDC planners will now support the provision of a low profile Local Area for Play rather than a fully equipped play area at the junction of The Gables and Raymond Mays Way. Though The Trust had hoped SKDC might agree to the area remaining as simple public open space, it was felt that this compromise would be acceptable.

5.6.2 BC advised he had contacted Taylor Wimpey Homes to formally request this change, and that TW had already written to the planning lead.

5.7 Item 5.11: Cleaning and Securing The Centre

BC advised the meeting that it had become increasingly difficult to recruit and retain evening caretaking staff and presented a proposal to outsource daily cleaning and lock up to a company that specialised in this practice at a number of local businesses. Agreement was unanimous.

Action BC

5.8 Item 5.12 Bourne Town Hall Trust

5.8.1 PF left the room having declared an interest in this matter.

5.8.2 BC advised that following replacement of the original filing cabinets with secure cabinets for compliance with GDPR, three wooden filing cabinets were now surplus to requirement. He suggested that whilst they might achieve approximately £25.00 each if offered for sale, they would be of much more value to the Town Hall Trust Board in their efforts to reopen the Town Hall as an Community Arts Centre. All agreed.

5.8.3 BC suggested that as a further gesture from Elsea Park to support the Arts Centre Project, the charge for the fund raising quiz night they had recently held at The Centre might be waved (the invoice was for £60.00). Once again, agreement was unanimous.

5.8.4 PF then re-joined the meeting and was told of the Boards decisions for which he expressed his sincere thanks.

6. Finance Reports

6.1 BL presented the May accounts and gave explanations for the variances.

6.2 BL prepared a chart of outstanding debtors and talked through the action that would be taken. A number of debtors will soon be taken to court.

Action BL

6.3 BL explained that Civil Procedures for collecting debts had changed and specific forms must accompany the final reminders. The final reminder will include the interest to be charged if The Court finds in favour of The Trust and agrees to interest being payable.

Action BL

7. Directors' Items

There were no Directors' Items.

8. Any Other Business

8.1.1 In the absence of PK, the Board agreed to carry over the Picnic in the Park report until the next meeting.

Action PK

8.1.2 JB asked if PK could be requested to ascertain if there were any roads from which no residents attended.

Action PK

8.2 JD enquired about the condition of the Christmas tree off the A15 roundabout. BC explained that Anglian Water's excavation works had damaged the tree and that they would be funding the replacement. BC added that PE had suggested that tree sockets should be installed at each entrance to Elsea Park and a "real" Christmas tree be purchased each year rather than having a live tree all year round. The Board felt this was a brilliant idea and asked BL to investigate costs.

Action BL

8.3 JD has noticed damage on the development triggered by Anti-Social Behaviour. BC said that some residents had suffered vandalism to cars and The Trust has seen a further outbreak of graffiti and a reward has been offered for information received resulting in a successful prosecution.

8.4 JB said that he wanted the staff appraisal system to become more streamlined and requested BC consult with staff to obtain their views.

Action BC

8.5 The date for the 2018 Annual General Meeting date was discussed and set for Wednesday 7th November 2018.

9. Date of next meeting

9.1 The next meeting will be held on Thursday 2nd August 2018.

There being no further business, the meeting closed at 21:30

Report to: Elsea Park Community Trust Board

Date: Friday 29th June 2018

Subject: Management Report – July 2018

From: Barry Cook – Community Trust Manager

1. AGP Project

The additional Intrusive Ground Survey was undertaken on Wed 12th June by Soiltechnics and we await the findings.

2. Land Transfers

No further developments.

3. LED Lighting & Energy Saving Projects

Having received a new quote for some additional work the funding request will be submitted in July.

4. Interactive Speed Sign

I met briefly with the Town Clerk this morning who advised he will be meeting with a member of the Road Safety Partnership on Monday 2nd July and advise my before Thursday's meeting when we might expect to receive the interactive speed sign.

5. Play Area at Oak Spring Gardens

We now await the installation date of the additional equipment.

6. Elsea Park No Cold Calling Zone

The design of the bespoke stickers for the front doors of homes on Elsea Park has now been agreed and we await their production. Once received, the packs will be assembled and distributed ready for the official launch. The stickers will be as below but will also incorporate The Trust's logo.



7. Grounds Maintenance

Following the decision at last month's meeting I met again with our contractor's Operations Manager and gave a final warning that unless major improvements were immediately made we would be terminating our contract with them.

I am pleased to advise that the corner appears to have been turned; the quality of work is much improved, and we will continue to carefully monitor the work to ensure this standard is maintained.

8. Defibrillator & Basic Life Support Training

We now have four people interested in a course on a Saturday or Sunday, so I asked the training provider to propose several dates. I will be contacting the prospective attendees over the next couple of days to find a date that suits them all before advertising the course on the selected date to a wider audience.

9. Oak Spring Gardens Footpath

RR came into the office this afternoon and gave me an update on the footpath and has asked me to share the update at Thursday's meeting.

10. Play Area on The Gables

Directors may remember that The Trust have been in discussion with the SKDC Planning Department and Taylor Wimpey Homes for some years regarding the provision of the play area that was shown adjacent to Roundabout 2 on the original Master Plan for Elsea Park.

I recently asked RR if he could take up the case with the planning officers and RR has advised that a Local Area for Play (LAP) rather than a Locally Equipped Area for Play (a LEAP) may be acceptable to the planners given the location and that there are already three LEAPS close by (on Badger Lane, Great Leighs, and adjacent to The Centre).

RR has asked me to contact Taylor Wimpey to ask them to make a formal approach to the planning department requesting they approve this change.

11. Caretaking & Cleaning at The Centre

Our current caretaker (KS) has advised that he hopes to be moving on in the near future though he may still be able to undertake some weekend caretaking.

Given the difficulty that we have had in finding (and retaining caretaking staff) over the past few months since the departure of KB I have been looking at alternative approaches that might be viable.

I recently met with a representative of a Peterborough based company that already offers cleaning and building lock-up services up to a number of businesses in Bourne and discovered that the company look after a community facility similar to ours in another town.

Whilst the service they could provide is more expensive than our employing our own caretaker it does offer some very definite advantages, particularly with respect to out of hours cleaning, provision of equipment, flexibility, and resilience in the case of sickness and holiday absences.

I will give further details at the meeting for consideration by the board.

Board Decision Required

12. Bourne Town Hall Trust

The Board will be aware of the Bourne Town Hall Trust project to restore the former Town Hall and convert it to a Community Arts Centre.

Our recent acquisition of the new secure filing cabinets (for GDPR compliance) has rendered three of our old four drawer filing cabinets surplus to requirement and it was my intention to try and find a buyer from them (with the anticipation of achieving perhaps £25 per cabinet).

It occurred to me that the Town Hall Trust may well require some filing cabinets as their project progresses and wondered if Directors might feel these cabinets (which are likely to be worth much more than £75 to The Town Hall Trust) would be a worthy donation towards their cause.

In a similar vein, PF recently organised a quiz at The Centre to raise funds for the project. With him having not yet invoiced The Trust for the “work experience” that he undertook covering caretaking duties at The Centre whilst he was the Mayor of Bourne, I wonder if The Board might consider also waiving the hire fee for the quiz night given that the project will ultimately benefit many of Elsea Park’s residents.

Board Decision Required

The Trust income														
Annual charge	a	-367,230	-356,009.08	- 362,952.59	6,943.51	-11,220.92	-4,277.41	-353,764.90	-358,732.36	4,967.46	-2,244.18	-4,220.23	1,976.05	
Administration fees	b	-12,000	-2,000.00	- 5,680.00	3,680.00	-10,000.00	-6,320.00	-1,000.00	-3,030.00	2,030.00	-1,000.00	-2,650.00	1,650.00	
Other	c	-1,000	-360.00	- 360.31	0.31	-640.00	-639.69	0.00	0.00	0.00	-360.00	-360.31	0.31	
The Trust Total income NET	a	-380,230	-358,369.08	- 368,992.90	10,623.82	-21,860.92	-11,237.10	- 354,764.90	-361,762.36	6,997.46	- 3,604.18	-7,230.54	3,626.36	

The Centre Income													
Proportioned Centre Costs (income)		-4,387	-913.14	- 1,320.28	407.14	-3,474.34	-3,067.20	-410.13	-316.26	-93.87	-503.00	-1,004.02	501.01
Trust Subsidy		-31,072	-4,813.86	- 4,399.91	-413.96	-26,258.44	-26,672.40	-2,778.87	-2,196.44	-582.43	-2,035.00	-2,203.47	168.47
Avalon Bookings	d	-28,000	-4,600.00	- 6,338.99	1,738.99	-23,400.00	-21,661.01	-2,300.00	-2,409.83	109.83	-2,300.00	-3,929.16	1,629.16
The Centre Total income NET		-63,460	-10,327.00	- 12,059.17	1,732.17	-53,132.78	-51,400.61	- 5,489.00	-4,922.53	-566.47	- 4,838.00	-7,136.64	2,298.64

Total Income		-443,690	-368,696.08	- 381,052.07	12,355.99	-74,993.70	-62,637.71	-360,253.90	-366,684.89	6,430.99	-13,280.18	-14,367.18	5,925.00
Total Net Budget		-72,824.04	-321,577.59	- 333,879.11	12,301.52	222,495.11	234,382.68	-336,954.90	-346,329.03	9,374.13	10,539.31	12,449.92	2,927.39

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