



AGENDA
Elsea Park Community Trust Board Meeting
Thursday 4th October 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 6th September 2018	JB
19:10	3 Matters arising from the Minutes	All
19:20	4 Management report	BC
19:45	5 Monthly Finance Report	BL
20:00	6 AGP Project	BC
20:15	7 Directors Items	All
20:25	8 Any Other Business	All
20:45	9 Date of the next meeting: Thursday 1st November 2018	All

**Else Park Community Trust Board Meeting Minutes
Thursday 4th October, 2018**

Present:		
Jono Brough	JB	Owner Director (Chair)
Michael Marren	MM	Owner Director (Vice Chair)
Jo Derrick	JD	School's Representative
Mark Underwood	MU	Owner Director
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 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).

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

1.3 Apologies have been received from Paul Fellows, Peggy Kent, Robert Reid and Dan Browne.

2. Minutes from the Previous Meeting Held on 6th September 2018

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

3. Matters arising from the Minutes

There were no matters arising.

4. Management Report

BC presented the management report and gave the following updates.

4.1 Item 4.2: LED Lighting & Energy Saving Projects

4.1.1 The second AC supplier quote is similar to the first quote for the meeting room, office and reception but a lower cost for the hall.

4.1.2 BC explained that Evaporative AC system doesn't heat but is cheaper than the other AC systems already quoted for.

4.1.3 BC has investigated applying for a grant and will need to submit the application by next week.

Action BC

4.2 Item 4.3: Interactive Speed Sign

The Town Clerk has informed BC that the interactive speed sign should be received on 10th October 2018.

4.3 Item 4.5: Elsea Park No Cold Calling Zone (NCCZ)

4.3.1 McDonalds gave 25% discount off the cost of the food BC purchased for the Police Cadets in recognition for their hard work.

4.3.2 BC would like to run a competition to promote the NCCZ and will be asking residents to submit photographs of their front door sticker. The board agreed that this would be a good idea to encourage residents to support the scheme.

4.4 Item 4.6: Defibrillator & Basic Life Support Training

Three people have now committed to the course on 10th November. BL will ask Tesco to display another poster on their board advertising the course.

Action BL

4.5 Item 4.7: Bourne Heights Footpath

4.5.1 BC will await RR's return before obtaining agreement from Highways to install a 15 metre hogging path as an interim measure until Highways carry out tarmac works path to their standard.

Action BC/RR

4.5.2 Still no response has been received from Kier giving permission to lay a hogging path prior to transferring the land to The Trust. BC will contact them again.

Action BC

4.5.3 JB asked if there had been a response from the resident in Bourne Heights regarding the initial proposed footpath to which BC replied that nothing has been received.

4.5.4 BC will contact Larkfleet Homes to see if they will agree to work with The Trust as reported in The Mercury newspaper.

Action BC

4.6 Item 4.8: TW Homes Play Area

An email of thanks has been received from TW Homes and they have now placed an order for play equipment for the second play area.

4.7 Item 4.9: CCTV

4.7.1 BC accompanied PCSO Parrott to meet the manager of the CCTV Control Room in Grantham. It was an extremely useful meeting, and BC advised the manager will be visiting Elsea Park to review the CCTV system and procedures we have in place to see if it is viable for SKDC to carry out ad-hoc monitoring of The Trust's cameras upon request by Lincolnshire Police.

4.7.2 Whilst at Grantham, BC met the Neighbourhood Team Manager, who has recently recruited Enforcement Officers to deal with problems including littering and dog fouling. Their powers will include issuing 'on the spot' fines, and the manager advised BC that the officers will include Elsea park on their rounds when they visit Bourne once their training has been completed.

4.7.3 ABUS have reconfigured the CCTV system which is now working through the original router and full remote access has been restored.

4.7.4 BC will prepare an article for the newsletter.

Action BC

4.8 Security Locks

A key was stuck in the outside storage room door and as a result, it broke leaving part of the key in the lock. C & J Supplies repaired the lock and contacted ABUS regarding the issue. ABUS has offered to machine new cylinders and a suite of keys free of charge. BC will keep the Board updated concerning delivery and fitting.

Action BC

4.9 Visit from SKDC Leader and Deputy Leader of the Council

4.9.1 A date was arranged for the Leader and Deputy Leader of SKDC Council to visit The Trust in September.

4.9.2 BC prepared a presentation specifically for the visit showing the various aspects of The Trust and the work they do.

4.9.3 On the day of the visit, The Leader was not able to attend but the Deputy Leader said he found the meeting and presentation very informative and advised The Leader would like to reschedule the visit as he was keen to learn more about the operation of The Trust.

5. Finance Reports

5.1 BL advised that the Management Accounts covering August had been presented at the September meeting and the September accounts had yet to be reconciled. BL then gave an update on the claims being pursued through The County Court against members for non-payment of the Annual Charge.

6. Artificial Grass Pitch (AGP) Project

6.1 BC informed The Board that last week's meeting was very positive.

6.2 The next meeting is scheduled for 17th October 2018; BC and MM are unable to attend but CS of Castele Consultancy will enquire if the presence of a Director is required.

6.3 BC will ask CS to approach Bourne United Charities for funding.

Action BC

6.4 Kier submitted the planning application last week

6.5 The Trust will submit an application for funding to the Football Foundation in January 2019.

Action BC

Directors' Items

There were no Directors' Items.

7. Any Other Business

7.1 100th Anniversary of World War 1.

7.1.1 PF said that the Town Hall will be open on Saturday 10th November 2018 and the Town Council will be hosting a requiem performance at the Town Hall for which the tickets will be £10 each.

7.1.2 The Town Clerk has approached The Trust to sponsor the planter for the roundabout at the junction of Raymond Mays Way and the Tilia Way entrance to Elsea Park. The planter will bear a commemorative plaque to include the logo of the sponsoring organisation, a WW1 silhouette, and be adorned with a number of ceramic poppies. Individual poppies will be labelled to commemorate a soldier from Bourne who lost their life during the war.

7.1.3 Sponsorship will cover the cost of the signage and the purchase of the poppies which will then be sold to raise funds for The Haig Fund.

7.1.4 The Board voted unanimously to sponsor the planter.

7.1.5 BC will buy a wreath from Harrison & Dunn on behalf of The Trust to be laid by The Chairman of The Trust on Sunday 11th November at the Remembrance Parade in Bourne.

Action BC

7.2 Willoughby School Raffle Prize.

7.2.1 Willoughby School has approached The Trust requesting a prize for their fundraising raffle. BC asked the Board to give this some consideration.

7.2.2 JD feels that The Trust should donate a raffle prize to Willoughby School in view of the work they undertake.

7.2.3 PF suggested approaching the Co-op to prepare a hamper at an agreed cost which would help the school and also a local business or approach the school to investigate an appropriate prize.

7.2.4 It was agreed that BC would contact The Willoughby School and ask what kind of raffle prize they would like.

Action BC

7.3 The staff pay review usually takes place in October but it was decided to postpone this matter until the next meeting. BL will calculate options based on Public Sector pay rises, average pay increases and the anticipated rise in the Living Wage and will email these to JB.

Action BL

7.4 The current Grounds Maintenance contract ends in April 2019 and BC feels consideration should be given to bringing this back in-house. This matter will be further discussed at a future meeting.

7.5 Compensation has been received from Anglian Water for their work near The Tilia Way entrance but payment for the loss of the tree and reinstatement works is still to come.

7.6 It was agreed to purchase and fit four pipes at the vehicular entrances to Elsea Park so that cut Christmas trees can be sited at the entrances from Christmas 2019 onwards.

7.7 JB signed the Letter of Representation for Streets Auditors

8. Date of next meeting

8.1 The next meeting will be held on Thursday 1st November 2018.

There being no further business, the meeting closed at 20:30

Report to: Elsea Park Community Trust Board
Date: 1st October 2018
Subject: Management Report – October 2018
From: Barry Cook – Community Trust Manager

1. Land Transfers

No further developments.

3. LED Lighting & Energy Saving Projects

A second quote has now been received from an AC supplier. The Energy Saving Trust have contacted an Evaporative AC supplier on our behalf and we are waiting to hear back from them. The running costs for an evaporative system should be considerably less but I am not convinced such a system would be suitable for this building. However, I feel it is worth waiting a little longer because if such a system is ruled out we might still get a contribution towards a standard AC installation.

4. Interactive Speed Sign

The Town Clerk has advised that the signs are due to be delivered to the BTC Offices next Wednesday (10th October 2018). The passive signs have already been delivered to BTC, and the active and passive signs will be installed as soon as we receive them.

5. Play Area at Oak Spring Gardens

The Fibrefall safety surfacing has now been laid and all work completed.

6. Elsea Park No Cold Calling Zone

The NCCZ Information Packs were delivered to all homes on Elsea Park by the Bourne Police Cadets on Sunday 23rd September. We await the installation of the next batch of NCCZ signs.

7. Defibrillator & Basic Life Support Training

Nine people completed the course on Saturday 15th September and their certificates have now been received from the awarding body.

Due to unavailability of the trainer, the course scheduled for Saturday 6th October has had to be rescheduled for Saturday 10th November; to date two places have been booked.

8. Bourne Heights Footpath

I have received one quotation for the path and am awaiting the second quote. I have yet to hear back from Kier regarding our request for permission to lay the path

on land that is still in their ownership and whether they will assist with the Reserved Matters application.

9. TW Homes Play Areas

The Gables – I have been advised by TW Homes that SKDC are now saying that a Deed of Variation for the Section 106 is required to change the LEAP to a LAP. My understanding was that they had advised RR that a DOV was not required, and I will discuss this with RR.

Second Play area at Oak Spring Gardens – Having received no comments on the plans that I circulated to The Board on 17th September I have confirmed with TW that The Trust Are happy with the proposed equipment and its layout.

10. CCTV

I am visiting the CCTV Control Room at Grantham on Wednesday (3rd October) with PCSO Graeme Parrot. Graeme has arranged a meeting with the manager of the facility so that we can get advice on and discuss possible monitoring of a CCTV system at Elsea Park should The Trust decide to install one.

11. Alarm System

The upgrade of the alarm system at The Centre has now been completed.