



AGENDA
Elsea Park Community Trust Board Meeting
Thursday 1st November 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 4th October 2018	JB
19:10	3 Matters arising from the Minutes	All
19:20	4 Management report	BC
19:45	5 Monthly Finance Report	BL
19:55	6 AGP Project	BC
20:10	7 Directors Items	All
20:30	8 Annual General Meeting 2018	All
20:45	9 Any Other Business	All
21:00	10 Date of the next meeting: Thursday 6th December 2018	All

**Else Park Community Trust Board Meeting Minutes
Thursday 1st November, 2018**

Present:		
Jono Brough	JB	Owner Director (Chair)
Michael Marren	MM	Owner Director (Vice Chair)
Peggy Kent	PK	Resident Director
Mark Underwood	MU	Owner Director
Robert Reid	RR	SKDC Representative
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, Jo Derek and Dan Browne.

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

2.1 It was agreed not to print most of the papers for use at future Board meetings as all directors receive a copy by email prior to the meeting. Operational Reports will still be printed for reference at the meetings.

2.2 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 Land Transfers

4.1.1 Barratt David Wilson Homes have contacted their solicitors to proceed with the transfer of POS to The Trust.

4.1.2 Due to no response being received from Bovis regarding the transfer of POS, BC will be contacting the S.106 officer to get the issue resolved.

Action BC

4.2 LED Lighting & Energy Saving Projects

4.2.1 Two infra-red panels will be ordered for the reception area as it is more efficient than climate control when used in heating mode. The grant application will cover 25% of the cost of the panels and their installation.

4.2.2 BC will liaise with the Planners to see if planning permission will still be required if the external A/C units were to be screened.

Action BC

4.2.3 RR advised he would like to be present at all future meetings that BC might arrange with the Planning Officers as he feels it will help and further improve the relationship between The Trust and SKDC. All agreed

Action BC

4.2.4 BC updated the Board with the progress of the LED lighting project. The only outstanding work is the external stores and the main office.

4.3 Interactive Speed Sign

4.3.1 BC demonstrated the new interactive speed sign and said that arrangements are being made with the various developers to allow fixing brackets to be fitted to lamp posts in areas that have yet to be adopted by LCC Highways.

Action BC

4.3.2 The sign requires charging on a regular basis and captured data will be downloaded for review each time the sign is recovered to The centre for charging.

4.3.3 JB requested the Town Clerk's contact details in order to pass on his thanks.

Action JB/BC

4.4 Defibrillator & Basic Life Support Training

4.4.1 There are five candidates for the Defibrillator & Basic Life Support training course being held on 10th November 2018.

4.4.2 BL has a poster for the course to give to Tesco for the noticeboard and a copy has been given to PK to display at her charity location. Another copy has been given to MU to display at Toft Golf Club.

Action PK/MU/BL

4.5 Bourne Heights Footpath

4.5.1 BC is hoping for an update from Kier to include in the AGM presentation.

4.5.2 RR has asked Bourne Town Council for 25% funding towards the cost of the path and is awaiting a response.

Action BC

4.5.3 RR has agreed with the Deputy Leader of SKDC to fast track the planning application through Development Control in order to install the path as quickly as possible once Kier have submitted the Reserved Matters application.

4.5.4 BC is expecting the costs of the footpath to increase as the path length has had to be extended to include a sacrificial section to meet with end of the footpath laid by Larkfleet at the entrance to Welland Drive. This short section will lay within the highways margin so will eventually need to be replaced by Highways (at their cost) when Welland Drive is eventually adopted.

4.6 Play Areas

4.6.1 There had been some confusion with the new NEAP to be provided by BDWH at their Furlongs development. A representative from Barratt Homes phoned The Trust enquiring who the preferred supplier for play equipment was, not realising that plans had been agreed last year with another representative of BDWH. BC will liaise with his contact at BDWH to resolve the issue.

5. Finance Reports

5.1 BL presented the September accounts and gave an explanation of the variances.

5.2.1 BC queried why the costs of the new weirs were not showing on the Income and Expenditure account. BL advised this was because these costs had been capitalised and would be accounted for within the Balance Sheet.

5.2.2 BC said he felt that the essential replacement of the two weirs should be considered as maintenance rather than funding the acquisition of new assets and therefore should not be capitalised. All agreed, and BL will make the amendments to the accounts to reflect this.

Action BL

5.3.1 BL advised of the number of chase letters, second chase letters, court letters and court applications in respect of members who have still to pay the 2018 Annual Charge and the value of the outstanding debt.

5.3.2 It was agreed that the debt collection process will start earlier next year.

6. Artificial Grass Pitch (AGP) Project

6.1 The planning application for the AGP is now on the SKDC website and residents living close to the site will shortly be receiving letters from SKDC inviting comment on the proposals.

6.2 The report prepared by CS of Castele Consultancy will be presented at the AGM along with an update on the current situation.

6.3 CS has provided details of a VAT expert to advise on the special rules governing sporting facilities with respect to VAT recovery. CS has advised that if The Trust is not able to reclaim VAT, the Football Foundation will bear the additional costs.

6.4 Bourne United Charities (BUC) has written to BC saying they are not prepared to commit funds to the project although they may offer a contribution in the future. IS has agreed to convey The Trust's disappointment to BUC as a commitment to support the project at a later date is of no use to the application.

6.5 Both Bourne Football Clubs have offered to assist with funding but would need to provide staged payments under the anticipated Partner Club agreements.

6.6 Kier has indicated that if planning is successful, they will start construction of the roads in April 2019 and commence the pavilion build in September 2019.

6.7 BC said that planning permission is required by December 2018 in order to be able to submit the bid to the Football Foundation funding panel in January 2019.

7. Salary Review

7.1 BC and BL left the room whilst the 2018 salary review (held over from last month's meeting) was discussed by directors.

7.2 When BC and BL re-joined the meeting, JB advised that the pay award had been agreed in principle but that it would need to be ratified by those directors who were absent from the meeting, and that staff would be informed of the outcome via email next week.

Action JB

8. Directors' Items

There were no Directors' Items.

9. 2018 Annual General Meeting (AGM)

9.1 BC asked if there is anything specific directors would like included in the AGM before the presentation was finalised.

9.2 JB advised he will be on leave next week and that once he had finished working on the presentation it would be circulated to directors for comment ahead of the meeting.

Action JB / BC

9.3 BC advised that only six questions have been submitted ahead of the AGM but as he considered them to be "Business as Usual" enquiries rather than AGM material he had responded directly, answering the questions and asking if the member would still like them covered during the meeting. He added that the questions had included the siting of Christmas Trees, Neighbourhood Watch, Street Lighting, Boundaries and Street Name Signs, and that all the respondents had said there was no need for the questions to be raised during the AGM.

9.4 JB suggested having a 'Frequently Asked Questions' page on the website which residents may like to look at.

Action BC

9.5 JB said he planned to email directors asking if anyone would like to deliver any of the sections of the presentation at the AGM. RR said he felt it would be appropriate if he presented the section relating to the Bourne Heights footpath, and all agreed.

Action All

9.6 JB asked Directors to assemble in the meeting room at 6:30pm on the evening of the AGM to discuss any last minute issues ahead of the meeting.

10. Any Other Business

10.1 RR informed the meeting that there had been objections from residents in Harvey Close to the Zone 9 Planning Application by Taylor Wimpey. The objections had primarily been centred on plans for the balancing ponds that would be constructed close to the southern boundaries of their properties, with the major concern being the increased discharge of water into the existing ditch. HE added that the SKDC planners felt the concerns were unfounded.

10.2 RR said he had received requests for street lighting to be provided on the path between Salisbury Gardens and South Road. BC said that Kier had agreed to lay the path but that mains lighting was considered to be too expensive. He added that the solar bollards that had been originally planned had not been installed because there was too much shade to charge them sufficiently.

10.3 PK mentioned that "Trick or Treating" on Halloween on the development had been well received by residents and the favourable comments on the children's' behaviour had put Elsea Park in a positive light. BC told the Board that two members of the NPT had operated from The Centre that evening and that he had manned the reception desk and was in direct contact with the PCSOs via the Business Watch / Pub Watch system.

10.4 BC said that The Trust had been invited by SKDC to comment on plans for Zone 7 that had been submitted by a national housebuilder under the Pre-Application Advice Scheme. BC had circulated the plans to directors and collated and submitted the comments which had included safety concerns regarding the primary road through the zone being a "shared surface" (ie having no footpath) and lack of fencing delineating public open space and the boundaries of private properties, which had proved to be problematic on some of the recently built phases of Elsea Park.

10.5 BC informed everyone that the Police Panel meeting will held at The Centre on 12th November 2018.

10.6 BC told the Board that the newsletter will shortly be delivered by The Trust staff help from a number of residents who have volunteered to take on some areas.

10.7 BC asked the Board to approve consider the Christmas closure. The Board agreed that the Centre should be closed from 12:00pm 21st December 2018 to 2nd January 2019, with all staff taking annual leave to cover days that were not public / bank holidays.

10.8 JB suggested that contact details are added to The Trust's website for reporting issues like street lighting, dog fouling etc.

11. Date of next meeting

11.1 The next meeting will be held on Thursday 6th December 2018.

There being no further business, the meeting closed at 21:45

Report to: Elsea Park Community Trust Board
Date: 29th October 2018
Subject: Management Report – November 2018
From: Barry Cook – Community Trust Manager

1. Land Transfers

No further developments.

2. LED Lighting & Energy Saving Projects

I received confirmation today that our grant towards the LED lighting for the hall and car park has now been approved and the installation will commence tomorrow.

We have also received a grant for 25% of the cost of the Air Conditioning but having determined that we may need approval from the planners I arranged an appointment with the Planning Officer at the Corn Exchange tomorrow morning.

3. Interactive Speed Sign

I will take the opportunity to get an update from the Town Clerk whilst in the Corn Exchange tomorrow!

4. Defibrillator & Basic Life Support Training

Only three seats have been reserved for the training scheduled for Saturday 10th November. With such poor take up, The Board may want to consider postponing or cancelling the course.

5. Bourne Heights Footpath

We expected the second quote to come in whilst I was away but having not received it, I contacted the company and they believe they sent the quote a couple of days ago so are investigating.

Kier have agreed to assist with the Reserved Matters application and I have sent them some further information.

I replied to an email today from the Highways Officer (RS) regarding timescales, specification, and ownership / maintenance of the path, and raised a question and proposed a way forward regarding the future of the first section of the hoggin path that will lie within the highways margin. I received an immediate response from RS accepting the proposal and thanking The Trust for our efforts to get a safe route established for residents.

6. Play Areas

The Gables (Taylor Wimpey Homes) – RR’s intervention has resulted in the planners accepting the proposals for the change from a LEAP to a LAP without the need for a Deed of Variation. The plans have now been agreed and we await the installation of the LAP and the subsequent handover of the area to The Trust.

The Furlongs (Barratt Homes) – Barratt Homes will soon be placing the order for the new NEAP to the North of The Furlongs (which will include the 30m x 15m kick-around pitch).

7. CCTV

The meeting with SKDC on 3rd October at the CCTV Control Room at Grantham was very productive and the Community Resilience Lead (MJ) plans to visit Elsea Park soon to discuss what they might be able to do for us in terms of remote monitoring.

Income 2018/2019

		2018/2019 Income Budget	Year to date Budget 01/04/2018 - 31/08/2018	Year to Date Income 01/04/2018 - 31/08/2018	Year to date Variance + / -	Remaining Budget 01/09/2018 - 31/03/2019	Full Year Budget minus Full year Income	July 18 Budget	July 18 Income	Variance + / -	August 18 Budget	August 18 Income	Variance + / -	September 18 Budget	September 18 Income	Variance + / -	Notes
The Trust Income																	
Annual Charge	a	-367,230	-361,517.53	-373,748.89	12,231.36	-5,712.47	6,518.89	-1,836.15	-2,511.27	675.12	-1,632.13	-476.21	-1,155.92	-1,428.12	-3,772.51	2,344.39	
Administration Fees	b	-12,000	-5,000.00	-14,318.35	9,318.35	-7,000.00	2,318.35	-1,000.00	-2,455.03	1,455.03	-1,000.00	-400.00	-600.00	-1,000.00	-3,300.00	2,300.00	
Other	c	-1,000	-1,000.00	-4,188.54	3,188.54	0.00	3,188.54	0.00	-673.25	673.25	-640.00	-1,041.10	401.10	0.00	-14.41	14.41	
The Trust Total income NET	a	-380,230	-367,517.53	-392,255.78	24,738.25	-12,712.47	12,025.78	-2,836.15	-5,639.55	2,803.40	-3,272.13	-1,917.31	-1,354.82	-2,428.12	-7,086.92	4,658.80	

The Centre Income

Proportioned Centre Costs (income)		-4,387	-2,130.99	-3,089.97	958.98	-2,256.49	-1,297.51	-417.66	-345.88	-71.79	-415.15	-390.16	-24.99	-415.15	-589.49	174.34	
Trust Subsidy		-31,072	-9,859.67	-13,310.40	3,450.72	-21,212.63	-17,761.91	0.00	-1,894.95	1,894.95	-2,532.85	-2,530.08	-2.77	-2,072.85	-2,300.37	227.52	
Avalon Bookings	d	-28,000	-11,500.00	-16,370.34	4,870.34	-16,500.00	-11,629.66	-2,300.00	-3,471.75	1,171.75	-2,300.00	-1,728.78	-571.22	-2,300.00	-2,163.61	-136.39	
The Centre Total income NET		-63,460	-23,490.66	-32,770.71	9,280.05	-39,969.12	-30,689.07	-2,717.66	-5,712.58	2,994.92	-5,248.00	-4,649.02	-598.98	-4,788.00	-5,053.47	265.47	

Total Income		-443,690	-391,008.20	-425,026.49	34,018.29	-52,681.58	-18,663.29	-5,553.81	-11,352.13	5,798.32	-8,520.13	-6,566.33	-1,953.80	-7,216.12	-12,140.39	4,924.27	
Total Net Budget		-72,824.04	-250,239.70	-286,515.48	36,275.78	162,327.22	195,929.54	19,707.19	7,358.69	12,348.50	25,208.87	24,735.75	473.12	13,652.88	5,626.47	8,026.41	

OK

OK

OK

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