



AGENDA
Elsea Park Community Trust Board Meeting
Thursday 6th June 2019 – 18:00

Venue: Meeting Room, The Centre @ Elsea Park

Time	Item	
18:00	1 Welcome and Apologies	JB
18:05	2 Minutes from previous meeting held on 4th April 2019	JB
18:10	3 Matters arising from the Minutes	All
18:25	4 Management report	BC
18:45	5 Monthly Finance Report	BC
18:55	6 Grounds Maintenance	JB/BC
19:10	7 AGP Project	BC
19:25	8 AGM	JB/BC
19:35	8 Directors Items	All
19:45	10 Any Other Business	All
20:10	11 Date of the next meeting: Thursday 4th July 2019	All

Elsa Park Community Trust Board Meeting Minutes
Thursday 6th June, 2019

Present:		
Jono Brough	JB	Owner Director (Chair)
Michael Marren	MM	Owner Director (Vice Chair)
Peggy Kent	PK	Resident Director
Paul Fellows	PF	Bourne Town Council Representative
Mark Underwood	MU	Owner Director
In Attendance:		
Barry Cook	BC	Trust Manager

The meeting opened at 18:05

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 had been received from Dan Browne, Debbie Keeffe, Peggy Kent, and Robert Reid. BC advised that BL was away on holiday, and that he would be presenting the Finance Report on BL's behalf.

2. Minutes from the Previous Meeting Held on 4th April 2019

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

4.1 BC had previously advised by email that he had not circulated the Management Report ahead of the meeting because the main focus of the report was to be the formal offer from Kier regarding their contribution towards the new sports pavilion, and agreement from HMRC on the percentage of VAT that The Trust should be able to recover from that incurred on the Artificial Grass Pitch (AGP) project. He said he intended to cover both the AGP and VAT position in the Management Report rather than as items 6 & 7 as listed on the agenda.

4.1.1 BC informed the meeting that the formal offer from Kier was received via email just two hours before the meeting, and in summary, Kier, having secured the revised masterplan along with detailed planning consent for the AGP, pavilion, and associated parking were now proposing to:

- Deliver the informal kick about area to the north of Zone 6 (north west of Wherry's Spinney).
- Build the vehicular and pedestrian access to the AGP.
- Provide the tarmac and Grasscrete parking area for approximately one hundred cars to serve the AGP.
- Provide a financial contribution towards the cost of the new pavilion of £315,000 in lieu of any further works relating to the original Section 106 requirement of two level seeded and marked full sized football pitches with adjoining toilets, showers, and changing.

4.1.2 The offer from Kier is conditional upon The Trust securing the grant funding from the Football Foundation and allocating sufficient funds from its reserves to deliver the project (which The Board had agreed at the outset). In the discussion that ensued, those present felt that the overall offering was well in excess of Kier's original obligations under the Section 106 agreement, and subject to the VAT recovery position being acceptable, the Grant Offer from The Football Foundation and Kier's offer should both be accepted.

4.1.3 BC gave a breakdown of The Trust's costs on the AGP project to date. These currently stand at £16,372.13 (plus VAT), slightly under the "at risk" costs that were anticipated by this stage of the project. Providing the project proceeds to fruition, some 67% of these costs will be covered by the grant.

4.2.1 Despite hastening HMRC on a weekly basis, BC advised that the Technical Officer had only got back to him at 17:04 today and was now requesting that The Trust submit an "Option to Tax" (VAT notice 742a) and that he would complete the form and post it to HMRC tomorrow, next day signed for, and advise the Board of the outcome at the next meeting.

4.2.2 BC stated that HMRC are now questioning if Trust members would receive any benefits over and above other users, specifically a reduction in hire charges as happens with private hires of The Centre, as this might impact on the rate of VAT recovery. BC said he would seek the view of our VAT consultant before responding.

4.3 MM asked what the AGP facility would offer for non-footballers. BC replied that the facility could also be used for fitness training and for targeted training for other competitive sports (such as rugby and hockey), but would not be suitable for match play because neither the shock pads or playing surface were inappropriate.

4.4 BC advised that he would be meeting on 25th June with a representative from the developer who has put in for pre-planning application for Zone 7 to discuss their proposals for the delivery of public open space and landscaping ahead of their submitting the planning application. BC shared a plan of the outline proposals and all present felt that the scheme looked good, particularly with regard to the number of trees and distribution of POS throughout the zone. The proposals included two Neighbourhood Equipped Areas for Play (NEAPs) and a linear "trim trail" alongside the cycle path running parallel with the new spine road.

5. Finance Reports

5.1 The Operational Budget for the year ending 31 March 2019 and Operational Budget for the month ending 30 April 2019 had been circulated by BL prior to the meeting. In BL's absence, BC talked through the two spreadsheets and variances. JB asked about the unidentified payment received from Harlands and BC advised that BL had contacted them to query it.

5.2 BC then presented a narrative that BL had prepared advising that:

5.2.1 The Trust are already compliant with HMRC's new requirement for submitting information online, so the new regulations have had no impact.

5.2.2 The reports from SAGE are still not compatible to automatically transmit the pension data so BL downloads the data, makes the correction, and then sends the data to HMRC.

5.2.3 The audit by Streets had gone well; two members of staff from Harlands had been on site for a day and the only real issue had been with the debtors control account. The debtors control account is the total of all monies owed and BL had summarised the outstanding debt, but the auditors had difficulty agreeing this to the control account. This appeared to be a SAGE problem but this will be confirmed in the audit report. BC added that he and BL felt there were some anomalies in the report from the auditors and that they would be querying them.

5.2.4 The Trust finished the last financial year with an underspend of approximately £34,000 which comprised of:

AGP project underspend of £12,000. These costs will be incurred during 2019 / 2020.

Grounds maintenance underspend of £14,500 which is due to new areas of POS not being transferred to The Trust as anticipated at the start of the last F/Y.

The Small Business Rebate of National Insurance contributions totalling £3,000.

Increased income from Centre hires reducing the anticipated subsidy of The Centre by some £4,500.

5.2.5 Annual charge income was higher than anticipated due to house sales being more buoyant than anticipated, with a corresponding increase in administration fees.

5.2.6 "Other" income increased by £14.4k due to the grant towards the LED lighting and Climate Control system, although this was offset by the costs of the project.

5.2.7 The sale of assets that had a zero value in the Fixed Asset Register (namely the part exchange values obtained for the ride on mower and the Renault tractor) also appear in the accounts as increased revenue.

5.2.8. Investments totalling some £425,000 from the reserves into five separate short and medium-term accounts brought in approximately £1000 of interest. The bank balance at year end was £350,000 giving a balance of approximately £775,000 across all accounts held by The Trust.

5.2.9 The budget for 2019/2020 includes a £250,000 contribution from reserves for the AGP.

6. The VAT Position & The Annual Charge

6.1.1 BC advised the meeting that The Trust were still in discussion with HMRC regarding the issue of VAT on the Annual Charge and the possible exemption for which we might qualify, adding that a decision was expected in the near future.

6.1.2 If it is confirmed that the Annual Charge should be VAT exempt, we anticipate a considerable sum being refunded by HMRC because The Trust would not be subjected to the rules covering “unjust enrichment”. This position has been confirmed by HMRC, because when The Trust first registered for VAT, it did not increase the Annual Charge, but rather absorbed the VAT and began listing it separately on the invoices sent out to members to show how 20% of the charge went straight to HMRC.

7. Annual General Meeting 2019

7.1 A number of dates were discussed for this year’s AGM, with the potential to move the AGM from a Wednesday to a Monday. JB advised he would conduct a poll of residents on social media to determine the date that residents preferred.

8. Directors’ Items

There were no Directors’ Items.

9. Any Other Business

9.1 PF advised the meeting that a Planning Application regarding ten self-build plots on Wherry’s Spinney had been discussed by Bourne Town Council. BC advised he was aware of the proposals and would circulate an email to Board Members inviting their comments ahead of sending consolidated comments from The Trust to SKDC.

9.2 PF asked if BC was aware of any land contamination issues relating to Zone 9. BC said he was aware of the landfill of the cutting associated with the Toft Tunnel that took place in the mid to late 70’s that was revealed in the survey undertaken by Soil Technics for the AGP project.

9.3 JB thanked MM and PF for attending the meeting with Kier to discuss Kier’s contribution towards the AGP project.

9.4 JB asked BC when the next Newsletter would be published. BC advised that he was waiting for confirmation from HMRC on the level of VAT recovery for the pitch and pavilion build so that the news could be shared with residents. He planned to publish the newsletter once the outcome was known and The Trust took up the offer of the grant from The Football Foundation.

Action: BC

9.5 JB asked BC to provide him with details of a senior contact at the Grounds Maintenance Contractors as he wanted to arrange a meeting with them to discuss recent shortcomings.

Action: BC

9.6 BC advised that the ditch works that had commenced on Water Lane indicated that further slippage might occur, and that Fen Ditching were now proposing building a gabion wall of some 40m in length to deliver a permanent solution.

9.7 BC said that the Neighbourhood Watch roll out was progressing well.

9.8 BC reminded those present that Picnic in The Park will take place on Saturday 6th July and that it was hoped that as many directors as possible would be able to attend.

10. Date of Next Meeting

The next meeting will be held on Thursday 4th July 2019 at 6:00pm.

There being no further business, the meeting closed at 20:12.

Operational Trust Budget

Item	2019/2020 Spend Budget	Year to date Budget 01/04/2019 - 30/04/2019	Year to Date Expenditure 01/04/2019 - 30/04/2019	Year to date Variance + / -	Remaining Budget 01/05/2019 - 31/03/2020	April 19 Budget	April 19 Expenditure	Variance + / -	Notes
Office Staff Salaries	72,602.00	5,960.72	5,960.72	-	66,641.28	5,960.72	5,960.72	-	Assumed an increase of 3% in October
Employers NI & Pension	7,967.00	131.20	131.20	-	7,835.80	131.20	131.20	-	Pension contributions increased to 3%
Agency and temporary staff	-	-	-	-	-	-	-	-	
Staff Training	500.00	40.00	-	40.00	460.00	40.00	-	40.00	
Recruitment & Other Staffing Costs	500.00	40.00	-	40.00	460.00	40.00	-	40.00	
Communications, Printing and Advertising	2,500.00	150.00	-	150.00	2,350.00	150.00	-	150.00	
Franking	2,500.00	150.00	-	150.00	2,350.00	150.00	-	150.00	
Office Stationery	2,000.00	150.00	-	150.00	1,850.00	150.00	-	150.00	
Travel & Subsistence	150.00	15.00	-	15.00	135.00	15.00	-	15.00	
Telephone/Mobile and Broadband	1,800.00	150.00	-	150.00	1,650.00	150.00	-	150.00	
Website, IT and Software	3,000.00	50.00	57.60	- 7.60	2,950.00	50.00	57.60	- 7.60	
Membership & Subscription	500.00	40.00	-	40.00	460.00	40.00	-	40.00	
Audit and Accountancy Fees	4,900.00	50.00	49.00	1.00	4,850.00	50.00	49.00	1.00	
Legal Fees (Court action)	1,500.00	-	-	-	1,500.00	-	-	-	
Professional Fees	1,500.00	-	1,200.00	- 1,200.00	1,500.00	-	1,200.00	- 1,200.00	
Insurance	4,000.00	-	-	-	4,000.00	-	-	-	
Sports Facilities	250,000.00	420.00	420.00	-	249,580.00	420.00	420.00	-	
Miscellaneous Expenditure	1,200.00	100.00	-	100.00	1,100.00	100.00	-	100.00	
Bird boxes	250.00	-	-	-	250.00	-	-	-	
Trust Community Grants	1,000.00	-	-	-	1,000.00	-	-	-	
Community Training	600.00	-	-	-	600.00	-	-	-	
Anniversary Weekend & Christmas party	3,500.00	-	-	-	3,500.00	-	-	-	
Charges (card machine, harlands, bank)	4,750.00	450.00	1,340.57	1,790.57	4,300.00	450.00	1,340.57	1,790.57	Harlands made an unidentified paymet to The Trust
Proportioned Centre Costs	7,209.00	687.74	633.48	54.26	6,521.26	687.74	633.48	54.26	
Depreciation allowance	38,000.00	-	-	-	38,000.00	-	-	-	
Contribution to The Centre	28,809.00	2,853.21	1,789.16	1,064.05	25,955.79	2,853.21	1,789.16	1,064.05	
Trust Totals	441,236.30	11,437.87	8,900.60	2,537.28	429,799.13	11,437.87	8,900.60	2,537.28	



Operational Groundsman Budget

Salaries	22,361.00	1,835.90	1,835.90	-	20,525.10	1,835.90	1,835.90	-	
Employers NI	1,200.00	-	-	-	1,200.00	-	-	-	
Other Grounds Personnel Costs	500.00	40.00	-	40.00	460.00	40.00	-	40.00	
Grounds Maintenance Contract	25,200.00	2,100.00	1,929.12	170.88	23,100.00	2,100.00	1,929.12	170.88	
Equipment Hire	500.00	40.00	-	40.00	460.00	40.00	-	40.00	
Repairs and Renewals	1,500.00	-	-	-	1,500.00	-	-	-	
Miscellaneous Expenditure	1,000.00	80.00	92.94	- 12.94	920.00	80.00	92.94	- 12.94	
Ditch & Dyke Maintenance, Fence repairs and replacements	29,200.00	-	-	-	29,200.00	-	-	-	
Habitat Ponds	-	-	-	-	-	-	-	-	
Arboricultural Survey & Tree maintenance	1,100.00	500.00	-	500.00	600.00	500.00	-	500.00	
Landscaping Projects (New works)	1,500.00	50.00	-	50.00	1,450.00	50.00	-	50.00	
Waste collection (waste bins around the development)	1,500.00	375.00	-	375.00	1,125.00	375.00	-	375.00	
Fuel, Oil and Water	500.00	40.00	-	40.00	460.00	40.00	-	40.00	
Vehicle Insurance	2,000.00	-	-	-	2,000.00	-	-	-	
Play ground inspection	800.00	-	-	-	800.00	-	-	-	
Groundsman Totals	88,860.72	5,060.90	3,857.96	1,202.94	83,800.10	5,060.90	3,857.96	1,202.94	

Operational The Centre Budget

Staff salaries	28,310.00	2,480.48	2,480.48	-	25,829.52	2,480.48	2,480.48	-		
Employers NI & Pension	1,087.00	15.47	15.47	-	1,071.53	15.47	15.47	-		
Youth Activities	500.00	40.00	-	40.00	460.00	40.00	-	40.00		
PRS & Licenses	1,500.00	135.00	135.00	-	1,365.00	135.00	135.00	-		
Advertising, Communications & Printing	400.00	30.00	-	30.00	370.00	30.00	-	30.00		
The Centre repairs, renewals & maintenance	8,500.00	500.00	-	188.04	688.04	8,000.00	500.00	-	188.04	Credit received for zip tap maintenance
Business Rates	12,500.00	1,250.00	1,239.78	10.22	11,250.00	1,250.00	1,239.78	10.22		
Water	1,500.00	125.00	-	125.00	1,375.00	125.00	-	125.00		
Electricity	720.00	60.00	-	60.00	660.00	60.00	-	60.00		
Gas	2,000.00	230.00	155.06	74.94	1,770.00	230.00	155.06	74.94		
Waste Collection	500.00	125.00	481.00	-	356.00	375.00	125.00	481.00	-	356.00
Cleaning Contract	9,500.00	780.00	600.00	180.00	8,720.00	780.00	600.00	180.00		Based on £15 per hour for 12 hours per week
Cleaning	2,000.00	170.00	48.00	122.00	1,830.00	170.00	48.00	122.00		Expenditure included the cleaning contract which is split in 2019/20
Proportioned Centre Costs (income)	- 7,209.00	- 687.74	- 633.48	- 54.26	- 6,521.26	- 687.74	- 633.48	- 54.26		%age changed to 25.1% of shared expenditure according to ratable value
Centre Totals	61,808.00	5,253.21	4,333.26	919.95	56,554.79	5,253.21	4,333.26	919.95		

Combined Expenditure Totals	599,114.53	21,751.98	17,091.82	4,660.16	570,154.02	21,751.98	17,091.82	4,660.16		
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Income 2019/2020

	2019/2020 Income Budget	Year to date Budget 01/04/2019 - 28/02/2020	Year to Date Income 01/04/2019 - 28/02/2020	Year to date Variance + / -	Remaining Budget 01/05/2019 - 31/03/2020	April 19 Budget	April 19 Income	Variance + / -	Notes
The Trust income									
Annual charge	- 411,538.00	- 397,803.96	- 488,035.14	90,231.18	- 13,734.04	- 397,803.96	- 488,035.14	90,231.18	Increase in income due to no VAT being deducted
Administration fees	- 19,200.00	- 1,600.00	- 1,980.00	380.00	- 17,600.00	- 1,600.00	- 1,980.00	380.00	10 new properties per month plus 6 resales per month
Interest earned	- 4,000.00	-	-	-	- 4,000.00	-	-	-	
Other	- 1,000.00	-	- 3,000.00	3,000.00	- 1,000.00	-	- 3,000.00	3,000.00	Sale of asset (tractor)
The Trust Total income NET	- 435,738.56	- 399,403.96	- 493,015.14	93,611.18	- 36,334.04	- 399,403.96	- 493,015.14	93,611.18	

The Centre Income

Avalon Bookings	- 33,000.00	- 2,400.00	- 2,544.10	144.10	- 30,600.00	- 2,400.00	- 2,544.10	144.10	
Trust Subsidy	28,809.00	2,853.21	1,789.16	- 1,064.05	31,662.21	2,853.21	1,789.16	- 1,064.05	Full subsidy not used due to increased bookings
The Centre Total income NET	- 69,017.50	- 5,253.21	- 4,333.26	- 919.95	1,062.21	- 5,253.21	- 4,333.26	- 919.95	

Total Income	- 504,756.06	- 404,657.17	- 497,348.40	92,691.23	- 35,271.83	- 404,657.17	- 497,348.40	92,691.23	
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Total Net Budget	94,358.47	- 382,905.19	- 480,256.59	97,351.40	534,882.19	- 382,905.19	- 480,256.59	97,351.40	
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Ring fenced Accounts

Green Fund Total	39,659.00
Renewals & replacement reserve	16,000.00
Programme of Works reserve	61,100.00

Rolling 5 year plan

Capital Purchases (For Information Only)

Husqvarna Flail			3,250.00				3,250.00		
Iseki Tractor			25,500.00				25,500.00		

Operational Trust Budget



Item	2018/2019 Spend Budget	Year to date Budget 01/04/2018 - 28/02/2019	Year to Date Expenditure 01/04/2018 - 28/02/2019	Year to date Variance + / -	Remaining Budget 01/03/2019 - 31/03/2019	Full Year Budget minus Full year Expenditure	January 18 Budget	January 18 Expenditure	Variance + / -	February 18 Budget	February 18 Expenditure	Variance + / -	March 18 Budget	March 18 Expenditure	Variance + / -	Notes
Office Staff Salaries	70,487	70560.00	70801.99	-241.99	-72.96	-314.95	5,970.00	5,960.72	9.28	5,970.00	5,960.72	9.28	5,970.00	5,960.72	9.28	
Employers NI & Pension	7,038	7038.00	4206.14	2831.86	-0.11	2831.75	594.00	610.11	-16.11	594.00	610.11	-16.11	470.50	610.11	-139.61	Costs lower to small employers rebate
Agency and temporary staff	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Staff Training	500	500.00	220.99	279.01	0.00	279.01	0.00	0.00	0.00	0.00	0.00	0.00	290.00	0.00	290.00	
Recruitment & Other Staffing Costs	500	500.00	117.33	382.67	0.00	382.67	0.00	0.00	0.00	0.00	0.00	0.00	500.00	117.33	382.67	
Communications, Printing and Advertising	2,500	2500.00	1305.14	1194.86	0.00	1194.86	0.00	0.00	0.00	650.00	87.94	562.06	450.00	0.00	450.00	
Franking	2,500	2500.00	1388.95	1111.05	0.00	1111.05	50.00	53.50	-3.50	750.00	0.00	750.00	850.00	7.30	842.70	
Office Stationery	2,000	2000.00	1434.99	565.01	0.00	565.01	150.00	0.00	150.00	150.00	78.04	71.96	400.00	5.67	394.33	
Travel & Subsistence	150	150.00	0.00	150.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00	150.00	
Telephone/Mobile and Broadband	1,000	1000.00	1628.64	-628.64	0.00	-628.64	80.00	60.04	19.96	80.00	86.46	-6.46	120.00	160.19	-40.19	
Website, IT and Software	4,000	4000.00	3069.01	930.99	0.00	930.99	250.00	236.00	14.00	50.00	48.00	2.00	650.00	48.00	602.00	
Membership & Subscription	500	500.00	0.00	500.00	0.00	500.00	40.00	0.00	40.00	0.00	0.00	0.00	140.00	0.00	140.00	
Audit and Accountancy Fees	5,500	5500.00	4620.26	879.74	0.00	879.74	50.00	0.00	50.00	50.00	87.75	-37.75	0.00	0.00	0.00	
Legal Fees (Court action)	1,000	1000.00	2080.90	-1080.90	0.00	-1080.90	0.00	5.00	-5.00	0.00	327.90	-327.90	0.00	425.00	-425.00	Legal fees for bad debt court action higher than budgeted
Professional Fees	2,400	2400.00	804.00	1596.00	0.00	1596.00	200.00	0.00	200.00	200.00	0.00	200.00	200.00	42.00	158.00	
Insurance	5,000	5000.00	3439.39	1560.61	0.00	1560.61	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	1,500.00	Insurance costs lower than expected
Sports Facilities	25,000	25000.00	13197.47	11802.53	0.00	11802.53	1,100.00	1055.75	44.25	0.00	0.00	0.00	13,725.00	2090.00	11,635.00	AGP consultancy costs lower than anticipated
Miscellaneous Expenditure	500	500.00	1360.32	-860.32	0.00	-860.32	0.00	136.67	-136.67	0.00	300.00	-300.00	0.00	0.00	0.00	
Bird Boxes	250	250.00	129.50	120.50	0.00	120.50	0.00	0.00	0.00	0.00	0.00	0.00	120.00	0.00	120.00	Bird boxes purchased earlier in the year at a lower cost
Trust Community Grants	1,000	1000.00	0.00	1000.00	0.00	1000.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	1,000.00	No grants were applied for
Anniversary Weekend & Other Events	3,500	3500.00	6374.32	-2874.32	0.00	-2874.32	0.00	325.00	-325.00	0.00	685.00	-685.00	0.00	2000.00	-2,000.00	PIP Fairground deposit for 2018 paid but not entered in previous year's accounts
Charges (card machine, harlands, bank)	3,500	3500.00	5176.74	-1676.74	0.00	-1676.74	300.00	969.67	-669.67	300.00	88.65	211.35	0.00	13.21	-13.21	Harland charges for 2017/18 recorded in June 2018
Proportioned Centre Costs	4,457	4387.48	6626.69	-2239.21	69.52	-2169.69	419.67	718.45	-298.78	115.46	314.73	-199.27	138.05	483.59	-345.54	
Depreciation Allowance	36,000	36000.00	38986.00	-2986.00	0.00	-2986.00	0.00	0.00	0.00	0.00	0.00	0.00	36,000.00	38986.00	-2,986.00	Depreciation higher due to new equipment purchases
Contribution To The Centre	31,072	31069.52	26400.83	4668.69	2.78	4671.47	1,890	1904.93	-14.60	1,882	2085.28	-203.74	4,463	3456.66	1,006.29	
Trust Totals	210,354	210355.00	193369.60	16985.39	-3.55	12313.16	11094.00	12035.84	-941.84	10791.00	10760.58	30.42	67136.50	54405.78	12730.72	

Operational Groundsman Budget

Salaries	21,710	21710.00	21709.91	0.09	-0.12	-0.03	1,836.00	1,835.90	0.10	1,836.00	1,835.90	0.10	1,836.00	1,835.90	0.10	
Employers NI	1,628	1628.00	1137.00	491.00	0.34	491.33	136.00	98.48	37.52	136.00	98.48	37.52	136.00	98.48	37.52	
Other Grounds Personnel Costs	300	300.00	671.66	-371.66	0.00	-371.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	76.23	-76.23	
Grounds Maintenance Contract	36,400	36400.00	21948.44	14451.56	0.00	14451.56	3,000.00	1929.12	1,070.88	3,000.00	1929.12	1,070.88	3,400.00	1929.12	1,470.88	Lower costs due to land not being transferred to The Trust
Equipment Hire	534	534.00	0.00	534.00	-0.48	533.52	0.00	0.00	0.00	0.00	0.00	0.00	534.00	0.00	534.00	No equipment hired this year
Miscellaneous Expenditure	3,952	3952.00	449.11	3502.89	0.00	3502.89	500.00	46.90	453.10	130.00	130.00	0.00	2,062.00	13.03	2,048.97	Contingency not required
Ditch & Dyke Maintenance, Fence Repairs and Replacements	26,200	26200.00	24311.06	1888.94	0.00	1888.94	0.00	8.06	-8.06	3,485.00	3,485.00	0.00	4,395.00	2541.46	1,853.54	
Habitat Ponds	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Arboricultural Survey & Tree maintenance	1,100	1100.00	810.00	290.00	0.00	290.00	0.00	0.00	0.00	0.00	0.00	0.00	1,100.00	0.00	1,100.00	
Landscaping Projects (New works)	2,500	2500.00	2294.36	205.64	0.00	205.64	0.00	341.50	-341.50	1,500.00	1495.34	4.66	700.00	86.45	613.55	
Fuel, Oil and Water	500	500.00	1123.49	-623.49	0.00	-623.49	25.00	14.21	10.79	85.00	680.00	-595.00	0.00	103.80	-103.80	1000 litres of red diesel not budgeted for
Vehicle Expenses	1,500	1500.00	1711.34	-211.34	0.00	-211.34	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Wildlife Goods	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Playground Costs	728	728.00	759.64	-31.64	0.00	-31.64	0.00	0.00	0.00	0.00	0.00	0.00	188.00	0.00	188.00	
Groundsman Totals	97,052	97052.00	76926.01	20125.99	-0.27	20125.72	5497.00	4274.17	1222.83	10172.00	9653.84	518.16	14,351.00	6,684.47	7,666.53	

Operational The Centre Budget

Staff salaries	34,050	34050.00	29208.04	4841.96	0.41	4842.37	2,857.00	2,324.31	532.69	2,887.00	2,324.31	562.69	2,597.00	2,480.48	116.52	Savings due to loss of caretaker which partly offset the cleaning contract
Employers NI	955	953.00	1004.58	-51.58	2.14	-49.44	81.00	84.04	-3.04	80.00	84.04	-4.04	80.00	84.04	-4.04	
Youth Activities	500	500.00	0.00	500.00	0.00	500.00	0.00	0.00	0.00	90.00	0.00	90.00	320.00	0.00	320.00	
PRS & Licenses	1,500	1500.00	981.40	518.60	0.00	518.60	0.00	0.00	0.00	0.00	0.00	0.00	520.00	0.00	520.00	
Advertising, Communications & Printing	474	474.00	0.00	474.00	0.23	474.23	0.00	0.00	0.00	0.00	0.00	0.00	474.00	0.00	474.00	
The Centre Repairs, Renewals & Maintenance	8,500	8500.00	10042.86	-1542.86	0.00	-1542.86	0.00	-11.99	11.99	780.00	773.63	6.37	2,360.00	3592.03	-1,232.03	New heaters for Reception and workshop
Business Rates	12,120	12120.00	12120.00	0.00	0.00	0.00	1,212.00	1212.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Water	1,500	1500.00	841.29	658.71	0.00	658.71	150.00	174.96	-24.96	150.00	145.96	4.04	240.00	239.40	0.60	
Electricity	500	500.00	767.24	-267.24	0.00	-267.24	30.00	25.97	4.03	30.00	0.00	30.00	30.00	77.82	-47.82	Credit due because meter readings have been estimated
Gas	1,800	1800.00	3111.20	-1311.20	0.00	-1311.20	150.00	243.26	-93.26	150.00	212.48	-62.48	150.00	167.22	-17.22	Higher gas increase than expected
Cleaning	1,560	1560.00	9561.44	-8001.44	0.00	-8001.44	130.00	1206.16	-1,076.16	130.00	895.48	-765.48	130.00	1442.22	-1,312.22	Cleaning contract not originally budgeted for, oven clean and bulk buy toilet tissue
Centre Totals	63,460	63457.00	67638.05	-4181.05	2.78	-4178.26	4610.00	5258.71	-648.71	4297.00	4435.90	-138.90	6,901.00	8,083.21	-1,182.21	
Combined Expenditure Totals	370,866	370864.00	337933.66	32930.34	-1.03	28260.62	21201.00	21568.72	-367.72	25260.00	24850.32	409.68	88,388.50	69,173.46	19,215.04	

Income 2018/2019

		2018/2019 Income Budget	Year to date Budget 01/04/2018 - 28/02/2019	Year to Date Income 01/04/2018 - 28/02/2019	Year to date Variance + / -	Remaining Budget 01/03/2019 - 31/03/2019	Full Year Budget minus Full year Income	January 18 Budget	January 18 Income	Variance + / -	February 18 Budget	February 18 Income	Variance + / -	March 18 Budget	March 18 Income	Variance + / -	Notes
The Trust Income																	
Annual Charge	a	-367,230	-367230.00	-379909.02	12679.02	0.00	12679.02	-612.05	-378659.47	378,047.42	-408.03	-736.80	328.77	-204.02	-512.75	308.73	Budgeted for 1435 properties plus 10 new per month, by year end there were 1650 properties on the development
Administration Fees	b	-12,000	-12000.00	-25178.35	13178.35	0.00	13178.35	-1,000.00	-1300.00	300.00	-1,000.00	-1700.00	700.00	-1,000.00	-2310.00	1,310.00	As above plus no admin fee on resales was budgeted for
Other	c	-1,000	-1000.00	-15401.79	14401.79	0.00	14401.79	0.00	-216.45	216.45	0.00	-433.49	433.49	-100.00	-8835.92	8,735.92	Melton Mowbray investment interest, sale of tractor and energy efficiency grant
The Trust Total income NET	a	-380,230	-380230.00	-420489.16	40259.16	0.00	40259.16	- 1,612.05	-380,175.92	378,563.87	- 1,408.03	-2,870.29	1,462.26	- 1,304.02	-11,658.67	10,354.65	

The Centre Income																	
Proportioned Centre Costs (income)		-4,387	-4387.48	-6626.69	2239.21	0.00	2239.21	-419.67	-718.45	298.78	-115.46	-314.73	199.27	-138.05	-483.59	345.54	
Trust Subsidy		-31,072	-31069.52	-26400.83	-4668.69	-2.78	-4671.47	-1,890.33	-1904.93	14.60	-1,881.54	-2085.28	203.74	-4,462.95	-3456.66	-1,006.29	Due to increased bookings, not all budgeted subsidy was required
Avalon Bookings	d	-28,000	-28000.00	-34610.52	6610.52	0.00	6610.52	-2,300.00	-2635.33	335.33	-2,300.00	-2035.89	-264.11	-2,300.00	-4142.96	1,842.96	Increased hall usage due to more NHS bookings
The Centre Total income NET		-63,460	-63457.00	-67638.05	4181.05	-2.78	4178.26	- 4,610.00	-5,258.71	648.71	- 4,297.00	-4,435.90	138.90	- 6,901.00	-8,083.21	1,182.21	

Total Income -443,690 -443687.00 -488127.21 44440.21 -2.78 44437.42 -6,222.05 -385,434.63 379,212.58 -5,705.03 -7,306.19 1,601.16 -8,205.02 -19,741.88 11,536.87

Total Net Budget -72,824.04 -72823.01 -150193.55 77370.54 -3.82 72,698.04 14,978.95 - 363,865.91 378,844.86 19,554.97 17,544.13 2,010.84 80,183.48 49,431.58 30,751.90

-150193.55
OK

OK

17544.13
OK

OK

Capital Expenditure

Centre Equipment																			
Plant & Machinery																			
Vehicles																			

2,266.00

15,500.00

Husqvarna ride-on mower

13,800.00

Ransome Cushman

Summary of 1st Reminders sent out

No of Properties	<u>1654</u>	
New properties or balances below £50	58	3.5%
Accounts on direct debits	716	43.3%
Paid in Full	557	33.7%
Accounts in credit	91	5.5%
Closed accounts	5	0.3%
1st Reminder sent	227	13.7%
	<u>1654</u>	