

AGENDA Elsea Park Community Trust Board Meeting Thursday 1st August 2019 – 18:00

Venue: Meeting Room, The Centre @ Elsea Park

Time	ltem		
18:00	1	Welcome and Apologies	JB
18:05	2	Minutes from previous meeting held on 4 th July 2019	JB
18:10	3	Matters arising from the Minutes	All
18:25	4	Management report	BC
18:50	5	Monthly Finance Report	BL
19:10	6	Directors Items	All
19:15	7	Any Other Business	All
20:00	8	Date of the next meeting: Thursday 5 th September 2019	All

Elsea Park Community Trust Board Meeting Minutes Thursday 1st August, 2019

Present:		
Jono Brough	JB	Owner Director (Chair)
Michael Marren	MM	Owner Director (Vice Chair)
Peggy Kent	PK	Resident Director
Mark Underwood	MU	Owner Director
Debbie Keeffe	DK	School's Representative
In Attendance:		
Barry Cook	BC	Trust Manager
Bea Laidler	BL	Finance and Admin Officer

The meeting opened at 18:00

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 were received from Paul Fellows and Robert Reid.

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

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 Item 6.3. BL posted the signed Letter of Representation to Streets Auditors the day after the July Board meeting.

3.2.1 Item 8.2. BC advised that SKDC have issued a temporary Tree Preservation Order (TPO) covering all trees in The Spinney. It is expected that this emergency order will be superseded by a permanent TPO.

3.2.2 Item 8.2. The planning application to develop a section of the northern end of the Spinney for ten self-build plots has now been withdrawn by the applicant.

3.2.3 Item 8.2. As a result of the temporary Tree Preservation Order, The Trust will need to obtain permission from SKDC on any occasion that it wants to cut back any trees overhanging The Trust's boundary for reasons of safety or to prevent damage to The Trust's property.

3.3 Item 8.5. BC said that the notice board which is to display the school's artwork in The Centre is now ready. BC will liaise with the school caretaker and estate warden to fix the board in place.

3.4 Item 8.6. BC had contacted the Willoughby School but received no response as yet. He expects a reply regarding the raffle prize will be forthcoming when school starts again in September.

4. Management Report

BC had circulated the Management report prior to the meeting and gave the following updates:

4.1 Bourne Heights Footpath: no further updates are available.

4.2 AGP Project.

4.2.1 BC reported that due to the difficulty in appointing an architect, the pavilion may not be completed by the time the pitch is ready for use.

4.2.2 BC added that we are reliant on Kier installing the access road. DB has given the assurance that if the building of the residential properties is delayed, Kier will install a temporary access road and bring the services to the site.

4.2.3 The Board unanimously agreed to sign the contract for the pitch build providing once construction of the road has commenced.

Action BC

4.3 VAT

No further updates are available.

4.4 Grounds Maintenance

4.4.1 BC met with the grounds maintenance company area manager and agreed a final settlement. A 50% credit of the November and December invoices is expected but since the meeting, a further invoice for July has been received which, BC will be disputing this as no work was carried out in July.

Action BC

4.4.2 JB has received an email from a resident which he passed to BC saying how good the area looks since the groundsman had taken over maintaining the area. BC also commented that he too had received compliments from other residents.

4.4.3 The weekend caretaker, who works full time as a groundsman for another employer will be carrying out ground's maintenance work for The Trust at weekends to support PL and SO. He will submit two separate timesheets, one for caretaking and one for any grounds work.

4.4.4 BC has met with a potential contractor to undertake maintenance of ditches and shrub beds on an ad-hoc basis. The contractor will be submitting a quotation for the tasks.

4.4.5 BC spoke about the anticipated cost increase should grounds maintenance work be put out for tender. It is for The Board to decide if the work should be contracted out or brought fully in house; there are advantages and disadvantages to both, but the overarching requirement is that the work be carried out to high standards. BL has calculated the employee costs plus the servicing of the new plant and equipment that would be required and believes these will be lower than outsourcing the work. JB added that by bringing all the work in-house, The Trust will be able to exercise better control over the standards of work.

Action BC

4.5 Neighbourhood Watch

BC has assisted the local PCSO to erect additional Neighbourhood Watch signs.

4.6 Play Areas

The Estate Warden will be re-staining the benches to improve the look of the play parks along with some of the older equipment.

4.7 Pedestrian Links

4.7.1 The subject of pedestrian links was discussed, and BC is to obtain some quotes for a granite path providing planning consent is not required. BC will email the information directors for comment and approval.

Action BC

4.7.2 If this is successful, other areas could be identified, for example a new link from the Linear Park cycle path to Tennyson Drive.

5. Finance Reports

5.1 BL presented the June accounts and gave explanations for the variances.

5.2 JB asked how the court action was progressing; BL replied that she had started the process before going on leave and will continue next week.

Action BL

6. Directors' Items

There were no Directors' Items.

7. Any Other Business

7.1 PK reminded all present that at a previous Board meeting, she had asked on behalf of a resident about a bench being sited on Linear Park as due to a medical condition the resident was unable to the walk from Tesco to their home without a rest. PK said that the same resident has asked again. BC said that an area had been identified to site the bench and

planning permission obtained, but because of concerns of young people using the bench as a meeting place and creating a disturbance, it was decided not to pursue the matter. It was agreed that directors would visit the proposed site to review their decision immediately that the meeting concluded.

7.2 JB mentioned the subject of planting wildflowers, which had also been brought up in a previous meeting. BC said that it could be done but areas of planting need to be identified and he has asked the Groundsman to suggest some areas. One suggestion was the verge along Haydock Park Drive to the Ogrey Pool. It has already been agreed to plant daffodils along Raymond Mays Way but and another suggestion was to plant daffodil bulbs around the planters at the entrances to Elsea Park.

7.3 BC updated the Board regarding land transfers. He advised he had contacted Bovis and told them that enforcement action would be requested from the S106 officer if he received no response by 21st July 2019. Bovis have now agreed the progress the transfer of the land to The Trust.

8. Date of next meeting

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

There being no further business, the meeting closed at 19:30

Report to:	Elsea Park Community Trust Board
Date:	27 July 2019
Subject:	Management Report – August 2019
From:	Barry Cook – Community Trust Manager

1. Bourne Heights Footpath

No further progress.

2. AGP Project

DB has, on behalf of Kier Living, acknowledged The Trust's acceptance of the funding towards the new pavilion and advised that the draft transfer plan is being prepared so that we can take legal transfer of the land covering the footprint of the AGP and associated facilities in accordance with the Football Foundation's requirements.

Now it is clear that we will be responsible for building the pavilion I have met with a second supplier to obtain a quote for a turnkey solution and MM is arranging an introduction to other potential providers.

3. The Trust's VAT Position

As agreed at the last meeting, BL has filed the Q1 VAT return as VAT exempt, and I continue to press HMRC for a decision on the VAT status surrounding the Annual Charge. The last communication I received from the Case Officer was on 23 July when she advised me that she has chased the Technical Team who are dealing with the matter and has escalated our displeasure in the delay to her manager.

4. Grounds Maintenance

As instructed at the last meeting, I notified our Grounds Maintenance Contractor by email on 5th July 2019 that we were terminating our contract with them with immediate effect.

I am meeting with their Area Manager on Wed 31st July to discuss settlement of two outstanding invoices covering months when they did not attend site as per the schedule and consequently billed us for work that was not carried out. I have been asking for a resolution on this matter for several months.

The Ransomes TR320 (triple mower) has been purchased as agreed at the last meeting. The mower has been used on a weekly basis on Linear Park and some of the other larger grassed areas and the results are outstanding, and favourable comments have been received from several residents.

To meet the additional requirements, PE has temporarily moved to working four days per week (rather than three) and SO has taken over responsibility for the play areas.

Some external effort will be required to undertake specific grounds maintenance tasks that are beyond our current capability. These tasks will be carried out by local contractors on an "as required" basis.

5. Neighbourhood Watch

It is planned to put additional NW signs up and provide display further "sign-up" posters next week.

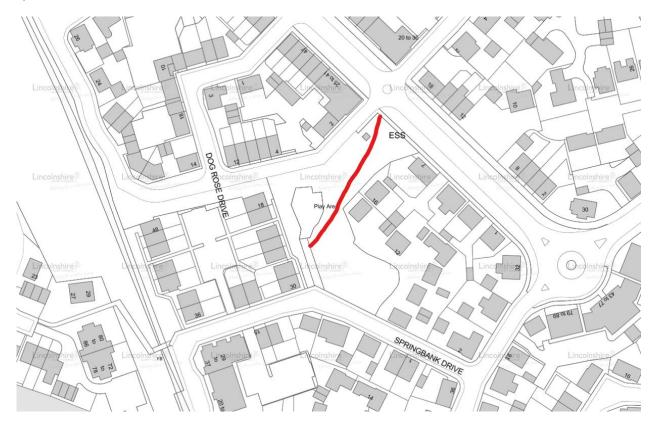
6. Play Area Inspection / Maintenance

Our Annual ROSPA Inspection will be undertaken during August and I am arranging for repairs to the wet pour surfacing on some of the play areas. From time to time, the wet pour suffers from shrinkage at the edges, particularly after long periods of very hot weather.

SO has commenced repainting of some of the older play equipment to freshen it up.

7. Improved Pedestrian Links within Elsea Park

The OPUN Urban Planning Review recommended that further pedestrian links be provided within Elsea Park. I think there is one worthy of immediate consideration to link Springbank Drive to Coltsfoot Drive, and if the board are in agreement I will ascertain if we need planning permission to install a rolled granite path and obtain some quotes.



Operational Trust Budget

			Year to date	Year to Date		Remaining	i									
			Budget	Expenditure		Budget										
Item		2019/2020	01/04/2019 -	01/04/2019 -	Year to date	01/06/2019 -	April 19	April 19		May 19	May 19		June 19	June 19		
		Spend Budget	31/05/2019	31/05/2019	Variance + / -	31/03/2020	Budget	Expenditure	Varience + / -	Budget	Expenditure	Varience + / -	Budget	Expenditure	Varience + / -	
Office Staff Salaries		72,602.00	17,870.78	17,870.78	-	54,731.22	5,960.72	5,960.72	-	5,960.72	5,960.72	0.00	5,949.34	5,949.34	0.00	
Employers NI & Pension		7,967.00	393.27	393.27	-	7,573.73	131.20	131.20	-	131.20	131.20	0.00	130.86	130.86	0.00	
Agency and temporary staff	1	-	-	-	-		-	-	-	0.00	-	0.00		-	0.00	
Staff Training	2	500.00	125.00	-	125.00	375.00	40.00	-	40.00	40.00	-	40.00	45.00	-	45.00	
Recruitment & Other Staffing Costs	3	500.00	125.00	-	125.00	375.00	40.00	-	40.00	40.00	-	40.00	45.00	-	45.00	
Communications, Printing and Advertising	4	2,500.00	650.00	-	650.00	1,850.00	150.00	-	150.00	250.00	-	250.00	250.00	-	250.00	
Franking	5	2,500.00	650.00	374.01	275.99	1,850.00	150.00	-	150.00	250.00	-	250.00	250.00	374.01	-124.01	
Office Stationery	6	2,000.00	500.00	301.60	198.40	1,500.00	150.00	-	150.00	150.00	50.11	99.89	200.00	251.49	-51.49	
Travel & Subsistence	7	150.00	35.00	-	35.00	115.00	15.00	-	15.00	10.00	-	10.00	10.00	-	10.00	
Telephone/Mobile and Broadband	8	1,800.00	450.00	228.05	221.95	1,350.00	150.00	-	150.00	150.00	205.65	-55.65	150.00	22.40	127.60	
Website, IT and Software	9	3,000.00	150.00	32.99	117.01	2,850.00	50.00	57.60	- 7.60	50.00	100.00	-50.00	50.00	- 124.61	174.61	
Membership & Subscription	10	500.00	125.00	-	125.00	375.00	40.00	-	40.00	40.00	-	40.00	45.00	-	45.00	
Audit and Accountancy Fees	11	4,900.00	2,800.00	154.93	2,645.07	2,100.00	50.00	49.00	1.00	2,700.00	2,750.00	-50.00	50.00	- 2,644.07	2,694.07	
Legal Fees (Court action)	12	1,500.00	1,000.00	2,848.00	- 1,848.00	500.00	-	-	-		-	0.00	1,000.00	2,848.00	-1,848.00	
Professional Fees	13	1,500.00	-	3,244.66	- 3,244.66	1,500.00	-	1,200.00	- 1,200.00		6.00	-6.00		2,038.66	-2,038.66	
Insurance	14	4,000.00	-	-	-	4,000.00	-	-	-		-	0.00		-	0.00	
Sports Facilities	16	250,000.00	2,080.00	- 808.42	2,888.42	247,920.00	420.00	420.00	-	2,500.00	2,464.66	35.34	-840.00	- 3,693.08	2,853.08	
Miscellaneous Expenditure	17	1,200.00	300.00	890.62	- 590.62	900.00	100.00	-	100.00	100.00	249.46	-149.46	100.00	641.16	-541.16	4 new c
Bird boxes	18	250.00	-	-	-	250.00	-	-	-		-	0.00		-	0.00	
Trust Community Grants	19	1,000.00	-	-	-	1,000.00	-	-	-		-	0.00		-	0.00	
Community Training	50	600.00	-	-	-	600.00	-	-	-		-			-	0.00	
Anniversary Weekend & Christmas party	20	3,500.00	3,500.00	5.04	3,494.96	-	-	-	-		-	0.00	3,500.00	5.04	3,494.96	
Charges (card machine, harlands, bank)	21	4,750.00	1,300.00	1,413.00	- 113.00	3,450.00	450.00	- 1,340.57	1,790.57	450.00	230.90	219.10	400.00	2,522.67	-2,122.67	
Proportioned Centre Costs		7,209.00	1,957.80	1,955.32	2.48	5,251.20	687.74	633.48	54.26	651	618.52	32.82	619	703.32	-84.60	
Depreciation allowance	23	38,000.00	-	-	-	38,000.00	-	-	-		-	0.00			0.00	
Contribution to The Centre		28,809.00	7,903.34	7,493.11	410.22	20,905.66	2,853.21	1,789.16	1,064.05	1,809.61	2,286.75	-477.14	3,240.52	3,417.21	-176.68	
Trust Totals		441,237.00	41,915.19	36,396.96	5,518.23	399,321.81	11,437.87	8,900.60	2,537.28	15,282.87	15,053.97	228.91	15,194.44	12,442.40	2,752.05]

Operational Groundsman Budget

Salaries		22,361.00	5,507.69	5,507.69	-	16,853.31	1,835.90	1,835.90	0.00	1,835.90	1,835.90	0.00	1,835.90	1,835.90	0.00	
Employers NI		1,200.00	-	-	-	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other Grounds Personnel Costs	15	500.00	125.00	58.33	66.67	375.00	40.00	0.00	40.00	40.00	0.00	40.00	45.00	58.33	-13.33	
Grounds Maintenance Contract	24	25,200.00	6,300.00	5,787.36	512.64	18,900.00	2,100.00	1,929.12	170.88	2,100.00	1,929.12	170.88	2,100.00	1,929.12	170.88	
Equipment Hire	25	500.00	125.00	-	125.00	375.00	40.00	0.00	40.00	40.00	0.00	40.00	45.00	-	45.00	
Repairs and Renewals	48	1,500.00	-	-	-	1,500.00	0.00	0.00	0.00		0.00	0.00		-	0.00	
Miscellaneous Expenditure	26	1,000.00	250.00	658.44	- 408.44	750.00	80.00	92.94	-12.94	80.00	211.71	-131.71	90.00	353.79	-263.79	New sign
Ditch & Dyke Maintenance, Fence repairs and																
replacements	27	29,200.00	22,800.00	21,120.70	1,679.30	6,400.00	0.00	0.00	0.00	5,800.00	5,768.05	31.95	17,000.00	15,352.65	1,647.35	
Habitate Ponds	28	-	-	-	-	-	0.00	0.00	0.00		0.00	0.00		0.00	0.00	
Arboricultural Survey & Tree maintenance	29	1,100.00	500.00	-	500.00	600.00	500.00	0.00	500.00		0.00	0.00		0.00	0.00	
Landscaping Projects (New works)	30	1,500.00	150.00	41.65	108.35	1,350.00	50.00	0.00	50.00	50.00	0.00	50.00	50.00	41.65	8.35	
Waste collection (waste bins around the																
development)	31	1,500.00	375.00	-	375.00	1,125.00	375.00	0.00	375.00		0.00	0.00		-	0.00	
Fuel, Oil and Water	32	500.00	125.00	74.90	50.10	375.00	40.00	0.00	40.00	40.00	16.67	23.33	45.00	58.23	-13.23	
Vehicle Insurance	33	2,000.00	-	-	-	2,000.00	0.00	0.00	0.00		0.00	0.00		-	0.00	
Play ground inspection	35	800.00	-	-	-	800.00	0.00	0.00	0.00		0.00	0.00		-	0.00	
Groundsman Totals		88,861.00	36,257.69	33,249.07	3,008.62	52,603.31	5,060.90	3,857.96	1,202.94	9,985.90	9,761.45	224.45	21,210.90	19,629.67	1,581.23	

	Notes	elseapark Community Trust	
new office chairs			
lew office chairs			

w signs and fencing at The Meadows

Operational The Centre Budget

	_															
Staff salaries		28,310.00	7,430.08	7,430.08	· · ·	20,879.92	2,480.48	2,480.48	0.00	2,480.48	2,480.48	0.00	2,469.11	2,469.11	0.00	
Employers NI & Pension		1,087.00	46.06	46.06	-	1,040.94	15.47	15.47	0.00	15.47	15.47	0.00	15.13	15.13	0.00	
Youth Activities	35	500.00	125.00	0.00	125.00	375.00	40.00	0.00	40.00	40.00	0.00	40.00	45.00	-	45.00	
PRS & Licenses	36	1,500.00	1,135.00	1,870.57 -	735.57	365.00	135.00	135.00	0.00	700.00	692.62	7.38	300.00	1,042.95	-742.95	
Advertising, Communications & Printing	37	400.00	100.00	0.00	100.00	300.00	30.00	0.00	30.00	30.00	0.00	30.00	40.00	-	40.00	
The Centre repairs, renewals & maintenance	38	8,500.00	2,125.00	-123.45	2,248.45	6,375.00	500.00	-188.04	688.04	500.00	0.00	500.00	1,125.00	64.59	1,060.41	
Business Rates	39	12,500.00	3,750.00	3,719.33	30.67	8,750.00	1,250.00	1,239.78	10.22	1,250.00	1,239.78	10.22	1,250.00	1,239.78	10.22	
Water	40	1,500.00	375.00	524.74 -	149.74	1,125.00	125.00	0.00	125.00	125.00	524.74	-399.74	125.00	-	125.00	
Electricity	41	720.00	180.00	63.47	116.53	540.00	60.00	0.00	60.00	60.00	63.47	-3.47	60.00	-	60.00	
Gas	42	2,000.00	490.00	265.09	224.91	1,510.00	230.00	155.06	74.94	190.00	110.03	79.97	70.00	-	70.00	
Waste Collection	44	500.00	125.00	481.00 -	356.00	375.00	125.00	481.00	-356.00	0.00	0.00	0.00	0.00	-	0.00	
Cleaning Contract	45	9,500.00	2,380.00	1,710.00	670.00	7,120.00	780.00	600.00	180.00	800.00	390.00	410.00	800.00	720.00	80.00	
Cleaning	43	2,000.00	500.00	1,026.49 -	526.49	1,500.00	170.00	48.00	122.00	170.00	136.21	33.79	160.00	842.28	-682.28	
Proportioned Centre Costs (income)		-7,209.00	-1,957.80	-1,955.32	2.48	-5,251.20	-687.74	-633.48	-54.26	-651.35	-618.52	-32.82	-618.72	-703.32	84.60	
Centre Totals		61,808.00	16,803.34	15,058.05	1,745.28	45,004.66	5,253.21	4,333.26	919.95	5,709.61	5,034.28	675.33	5,840.52	5,690.52	150.01	
Combined Expenditure Totals		591,906.00	94,976.22	84,704.09	10,272.13	496,929.78	21,751.98	17,091.82	4,660.16	30,978.38	29,849.69	1,128.69	42,245.86	37,762.58	4,483.28	1

Income 2019/2020

			Year to date	Year to Date		Remaining										
		2019/2020 Income	Budget 01/04/2019 -	Income 01/04/2019 -	Year to date	Budget 01/05/2019 -	April 19	April 19		May 19	May 19		June 19	June 19		
		Budget	31/05/2019	31/05/2019	Variance + / -	31/03/2020	Budget	Income	Varience + / -	Budget	Income	Varience + / -	Budget	Income	Varience + / -	Notes
The Trust income																
Annual charge	а	-411,538.00	-400,093.06	-410,615.58	10,522.52	-11,444.94	-397,803.96	-406,695.95	8,891.99	-2,289.10	-2,296.98	7.88	-2,081.00	-1,622.66	-458.34	
Anticipated VAT refund on annual charge		-82,300.00	-80,018.61	-82,123.12	2,104.50	-2,281.39	-79,560.79	-81,339.19	1,778.40	-457.82	-459.40	1.58	-416.20	-324.53		
Administration fees	b	-19,200.00	-2,600.00	-5,640.00	3,040.00	-16,600.00	-1,600.00	-1,980.00	380.00	-1,000.00	-2,380.00	1,380.00	-1,000.00	-1,280.00	280.00	
Interest earned	е	-4,000.00	0.00	0.00	-	-4,000.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00		
Other	с	-1,000.00	-100.00	-3,654.82	3,554.82	-900.00	0.00	-3,000.00	3,000.00	-100.00	-100.17	0.17	-100.00	-554.65	454.65	
The Trust Total income NET		- 518,038.00	- 482,811.67	- 502,033.52	19,221.85	- 35,226.33	-478,964.75	-493,015.14	14,050.39	-3,846.92	-5,236.54	1,389.62	-3,597.20	-3,781.84	276.31	

The Centre Income																	
Avalon Bookings	d	-33,000.0	00	-6,300.00	-7,564.94	1,264.94	-26,700.00	-2,400.00	-2,544.10	144.10	-3,900.00	-2,747.53	-1,152.47	-2,600.00	-2,273.31	-326.69	
Trust Subsidy		-28,809.0	0	-4,662.82	-7,493.11	2,830.30	-24,146.18	-2,853.21	-1,789.16	-1,064.05	-1,809.61	-2,286.75	477.14	-3,240.52	-3,417.21	176.68	
The Centre Total income NET		- 61,809.0	- 0	10,962.82 -	15,058.05	4,095.24	- 50,846.18	- 5,253.21	- 4,333.26	-919.95	5,709.61	5,034.28	-675.33	- 5,840.52 -	5,690.52	-150.01	
Total Income		-579,847.0)0 -4	493,774.49	-517,091.57	23,317.09	- 86,072.51	- 484,217.96	- 497,348.40	13,130.44	9,556.53	- 10,270.82	714.29	- 9,437.72 -	9,472.36	126.30	Ι
Total Net Budget		12,059.0	<mark>- 00</mark>	398,798.27	-432,387.49	33,589.21	410,857.27	- 462,465.98	- 480,256.59	17,790.60	21,421.85	19,578.87	1,842.98	32,808.14	28,290.23	4,609.58	Ι
					OK				ОК			ОК			ОК		
Ring fenced Accounts																	
Green Fund Total		39,659.0	0		-												
Renewals & replacement reserve		36,000.0	0		46,750.00		- 10,750.00		28,750.00						18,000.00		Triple gang mower
Programme of Works reserve		77,100.0	0		-												Rolling 5 year plan
					2 250 00		, , , , , , , , , , , , , , , , , , , ,		2 250 00								1
Capital Pruchases (For Information Only) Husqvarna Flail Iseki Tractor			—		3,250.00 25,500.00				3,250.00 25,500.00								

e gang mower		
ng 5 year plan		