



## **AGENDA**

**Elsea Park Community Trust Board Meeting  
Thursday 5<sup>th</sup> September 2019 – 18:00**

**Venue: Meeting Room, The Centre @ Elsea Park**

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<b>Time</b>	<b>Item</b>	
<b>18:00</b>	<b>1 Welcome and Apologies</b>	<b>JB</b>
<b>18:05</b>	<b>2 Minutes from previous meeting held on 1<sup>st</sup> August 2019</b>	<b>JB</b>
<b>18:10</b>	<b>3 Matters arising from the Minutes</b>	<b>All</b>
<b>18:25</b>	<b>4 Management report</b>	<b>BC</b>
<b>18:50</b>	<b>5 Monthly Finance Report</b>	<b>BL</b>
<b>19:05</b>	<b>6 AGP</b>	<b>BC</b>
<b>19:10</b>	<b>7 Directors Items</b>	<b>All</b>
<b>19:25</b>	<b>8 Any Other Business</b>	<b>All</b>
<b>20:00</b>	<b>9 Date of the next meeting: Thursday 3<sup>rd</sup> October 2019</b>	<b>All</b>

**Else Park Community Trust Board Meeting Minutes**  
**Thursday 5<sup>th</sup> September, 2019**

<b>Present:</b>		
Jono Brough	JB	Owner Director (Chair)
Michael Marren	MM	Owner Director (Vice Chair)
Peggy Kent	PK	Resident Director
Mark Underwood	MU	Owner Director
Paul Fellows	PF	Bourne Town Council Representative
Robert Reid	RR	SKDC Representative
<b>In Attendance:</b>		
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 Debbie Keefe.

### 2. Minutes from the Previous Meeting Held on 1<sup>st</sup> August 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 7.1. A bench has been purchased and sited along Linear Park. Both JB & PK have received positive comments

### 4. Management Report

BC had sent out the Management report to everyone prior to the meeting and gave the following updates:

### Item 3 VAT

4.3.1 BC had emailed the HMRC Officer requesting an update in time for the Board meeting, but no response had been received.

**Action BC**

4.3.2 If The Trust is successful in reclaiming VAT it had paid, HMRC have confirmed that because The Trust absorbed the cost of the VAT component of the Annual Charge when it registered for VAT (rather than passing the increase on to residents) there would be no 'unjust enrichment' that would otherwise enable HMRC to retain the VAT or require the VAT to be refunded to residents.

4.3.3 However, if The Trust is successful in its claim, the VAT element of the one-off Administration Charge incurred when a property was purchased would be refunded to owners for completions that had taken place in the period covered by the claim. This is because owners had paid the VAT themselves (rather than it being borne by The trust). BL has extracted the details of everyone who would be due a refund should the claim be successful.

**Action BL**

### 4.4 Grounds Maintenance

The contractor engaged to undertake maintenance of ditches and shrub beds did not attend site to carry out the work, and despite repeated attempts, and BC has not been able to contact them. BC will try other contractors.

**Action BC**

### 4.5 Newsletter

The newsletter will be uploaded onto the website next week.

**Action BC**

## 5. Finance Reports

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

## 6. AGP

6.1 BC reported that the access road to the football pitch has been laid and although only temporary, it is tarmacked.

6.2 BC has contacted AC to try and obtain consent for Kier to install the final drainage connection from the AGP (which will run across land still in the ownership of the original landowners) and is awaiting a response.

**Action BC**

6.3 The Football Foundation's solicitor requires The Trust to pay the Football Foundation's legal fees ahead of the land transfer.

**Action BC/BL**

6.4 A construction pre-start meeting is to be held next week where a number of interested parties will be attending along with BC and MM. It is hoped that construction will commence by the end of September.

**Action BC/MM**

6.5.1 Discussions were held regarding the provision of the pavilion. BC advised he had been unable to source three local builders who could provide a quote to complete the build in the required timescales, nor find a local architect to produce the construction drawings required to put the job out to tender (without a long lead time). He had therefore proposed that modular build or Structural Insulated Panel (SIP) construction methods should be investigated.

6.5.2 Having obtained quotes from two potential suppliers, he had been in discussions with JB and MM and it was felt that SIP construction was the preferred option. BC had subsequently arranged a visit to a school in Northampton for JB, MM, and himself to view a SIP building of a similar style and size to that being considered, and to give The Trust the opportunity to talk to the school's Head Teacher to seek her opinion of the potential supplier.

6.5.2 PF proposed to adopt the SIP build option subject to the visit. PK seconded this and the motion was carried unanimously by the remaining directors.

6.5.3 JB will send an email to all the director with his opinion after the visit.

**Action JB**

## **7. Directors' Items**

There were no Directors' Items.

## **8. Any Other Business**

8.1.1 JB mentioned that some residents have expressed an interest in a shuttlebus especially as the bus stop proposal is not coming to fruition. BC explained that The Trust would need to use a vehicle capable of carrying no more than six passengers to avoid it requiring an Operator's Licence.

8.1.2 A steering group is to be led by PK and residents will be asked for ideas at the AGM next month.

8.1.3 JB will create a survey on Facebook to gauge interest.

**Action JB**

8.2.1 BL suggested that the Christmas trees are ordered soon and has looked at a couple of websites to see what is available. The Trust hopes to plant four Christmas trees, one at each entrance to the development.

8.2.2 PF will enquire if a specific local supplier has them in stock.

**Action PF**

8.3 PK spoke on behalf of DK who says that the school are on board with using The Centre for a display of artwork.

8.4.1 PK asked if The Trust could have a 'community' fridge. This would allow residents to take donated items and replace it with something different.

8.4.2 PK has offered to maintain the fridge and keep it clean ensuring any out of date products are disposed of.

8.4.3 RR has very kindly offered the use of his 600mm display fridge. The fridge may need to be PAT tested and RR would like use of the fridge a couple of times a year.

8.5.1 The Trust has an All-Terrain Vehicle (ATV) which could have assisted the police in their efforts to find a missing person in Bourne Woods. BC asked the Board for their consent to offer the use of the ATV to the police should it be considered useful in the event of an emergency.

8.5.2 The police would fuel the vehicle, but they have advised they would be unable to ensure it. BC has contacted The Trust's insurance broker to enquire if use of the vehicle by Lincolnshire Police would be covered by our existing policy and is awaiting a response.

8.5.3 The directors agreed unanimously to allow the Neighbourhood Policing Team to borrow the ATV in the event of a local emergency, and if this was not possible (due to insurance etc) to permit a member of The Trust staff to offer assistance by driving the vehicle.

## **8. Date of next meeting**

The next meeting will be held on Thursday 3<sup>rd</sup> October 2019 at 6:00pm.

There being no further business, the meeting closed at 20:05.

**Report to:** Elsea Park Community Trust Board  
**Date:** 30 August 2019  
**Subject:** Management Report – September 2019  
**From:** Barry Cook – Community Trust Manager

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### **1. Bourne Heights Footpath**

We are nearly there with the Kier's Reserved Matters application. There have been some issues with boundary problems, but these are being addressed, and Kier are serving notice on Larkfleet that The Trust plans to lay the path over a section of land in the mouth of the roundabout that belongs to Larkfleet before applying for Planning Consent.

### **2. AGP Project**

Subject to a separate Agenda Item.

### **3. The Trust's VAT Position**

We have been promised a full response by the HMRC Officer who is dealing with our case by 6 September 2109. With any luck, we may get it before Thursday's meeting, so I hope to provide a further update on Thursday evening.

### **4. Grounds Maintenance**

We have received several complements since we brought most of the ground's maintenance back "in house"; external contractors will be undertaking some of the major hedge / shrub work for us in the near future.

### **5. Play Area Inspection / Maintenance**

The ROSPA inspection carried out earlier this month indicated a number of minor issues that we have addressed / are addressing, but there were no significant matters giving cause for concern.

### **6. Improved Pedestrian Links within Elsea Park**

No further progress.

### **7. Removal of Adult Gym Equipment (HAGS Mini-Ski)**

We've had concerns for some time with Mini-ski; the metal platforms have no resistors to violent movement; and inadequate supervision allows small children to access the unit and begin the motion without being big enough to hold on.

On the weekly inspection carried out on 12<sup>th</sup> August, Peter found that one of the footplates had become loose, allowing a slight tear at the edge which resulted in a very sharp metal point (see photo's below). Rather than effect repairs, I took the decision to

remove the equipment and to scrap it. The equipment depreciation period (for accounting purposes) is ten years, and Bea has already removed the item from the fixed asset register.



## 8. New Bench

Following the decision of Directors at last month's meeting to procure and site a new bench on Linear Park, the bench was purchased and installed a couple of weeks ago. As expected, it has gained favour from some residents and attracted criticism from others.



## 9. Newsletter

The Newsletter was printed last week, and we anticipated delivery to all homes on Elsea Park over the bank holiday weekend. Unfortunately, the distributor did not commence delivery until yesterday morning, but I have been advised that all residents should receive a copy by 1<sup>st</sup> September.

**Operational Trust Budget**



Item	2019/2020 Spend Budget	Year to date Budget 01/04/2019 - 31/07/2019	Year to Date Expenditure 01/04/2019 - 31/07/2019	Year to date Variance + / -	Remaining Budget 01/08/2019 - 31/03/2020	May 19 Budget	May 19 Expenditure	Variance + / -	June 19 Budget	June 19 Expenditure	Variance + / -	July 19 Budget	July 19 Expenditure	Variance + / -	Notes
Office Staff Salaries	72,602.00	23,842.45	23,842.45	-	48,759.55	5,960.72	5,960.72	0.00	5,949.34	5,949.34	0.00	5,971.67	5,971.67	0.00	
Employers NI & Pension	7,967.00	524.80	524.80	0.00	7,442.20	131.20	131.20	0.00	130.86	130.86	0.00	131.53	131.53	0.00	
Agency and temporary staff	-	-	-	0.00	-	0.00	-	0.00	-	-	0.00	-	-	0.00	
Staff Training	500.00	165.00	-	165.00	335.00	40.00	-	40.00	45.00	-	45.00	40.00	-	40.00	
Recruitment & Other Staffing Costs	500.00	165.00	-	165.00	335.00	40.00	-	40.00	45.00	-	45.00	40.00	-	40.00	
Communications, Printing and Advertising	2,500.00	800.00	399.00	401.00	1,700.00	250.00	-	250.00	250.00	-	250.00	150.00	399.00	-249.00	
Franking	2,500.00	800.00	12.61	787.39	1,700.00	250.00	-	250.00	250.00	5.04	244.96	150.00	7.57	142.43	
Office Stationery	2,000.00	650.00	230.13	419.87	1,350.00	150.00	50.11	99.89	200.00	180.02	19.98	150.00	-	150.00	
Travel & Subsistence	150.00	55.00	-	55.00	95.00	10.00	-	10.00	10.00	-	-	20.00	-	20.00	
Telephone/Mobile and Broadband	1,800.00	600.00	506.22	93.78	1,200.00	150.00	205.65	-55.65	150.00	168.36	-18.36	150.00	132.21	17.79	
Website, IT and Software	3,000.00	200.00	349.60	-149.60	2,800.00	50.00	100.00	-50.00	50.00	144.00	-94.00	50.00	48.00	2.00	
Membership & Subscription	500.00	165.00	-	165.00	335.00	40.00	-	40.00	45.00	-	45.00	40.00	-	40.00	
Audit and Accountancy Fees	4,900.00	2,850.00	2,848.00	2.00	2,050.00	2,700.00	2,750.00	-50.00	50.00	49.00	1.00	50.00	-	50.00	
Legal Fees (Court action)	1,500.00	1,000.00	-	1,047.00	2,047.00	500.00	-	0.00	1,000.00	88.00	912.00	-	1,135.00	1,135.00	Further costs due
Professional Fees	1,500.00	-	1,206.00	-1,206.00	1,500.00	6.00	-	-6.00	-	-	0.00	0.00	-	0.00	
Insurance	4,000.00	-	-	0.00	4,000.00	-	-	0.00	-	-	0.00	-	-	0.00	
Sports Facilities	250,000.00	2,080.00	2,464.66	-384.66	247,920.00	2,500.00	2,464.66	35.34	-840.00	-	840.00	-	420.00	-420.00	
Miscellaneous Expenditure	1,200.00	400.00	1,105.94	-705.94	800.00	100.00	249.46	-149.46	100.00	696.48	-596.48	100.00	160.00	-60.00	4 new office chairs
Bird boxes	250.00	-	-	0.00	250.00	-	-	0.00	-	-	0.00	-	-	0.00	
Trust Community Grants	1,000.00	-	-	0.00	1,000.00	-	-	0.00	-	-	0.00	-	-	0.00	
Community Training	600.00	-	-	0.00	600.00	-	-	0.00	-	-	0.00	-	-	0.00	
Anniversary Weekend & Christmas party	3,500.00	3,500.00	3,334.60	165.40	-	-	-	0.00	3,500.00	-	3,500.00	-	3,334.60	-3,334.60	Picnic in the Park costs will appear in July
Charges (card machine, harlands, bank)	4,750.00	1,675.00	-	150.77	1,825.77	3,075.00	450.00	230.90	219.10	400.00	514.25	-114.25	375.00	444.65	-69.65
Proportioned Centre Costs	7,209.00	2,600.36	2,340.10	260.26	4,608.64	651	618.52	32.82	618.72	703.32	-84.60	642.56	384.78	257.78	
Depreciation allowance	38,000.00	-	-	0.00	38,000.00	-	-	0.00	-	-	0.00	-	-	0.00	
Contribution to The Centre	28,809.00	9,558.39	9,693.73	-135.33	19,250.61	1,809.61	2,286.75	-477.14	3,240.52	2,708.76	531.77	1,655.06	2,909.06	-1,254.01	
<b>Trust Totals</b>	<b>441,237.00</b>	<b>51,631.01</b>	<b>47,660.07</b>	<b>3,970.94</b>	<b>389,605.99</b>	<b>15,282.87</b>	<b>15,053.97</b>	<b>228.91</b>	<b>15,194.44</b>	<b>10,497.43</b>	<b>4,697.02</b>	<b>9,715.82</b>	<b>13,208.08</b>	<b>- 3,492.26</b>	

**Operational Groundsman Budget**

Salaries	22,361.00	7,343.59	7,343.59	-	15,017.41	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	-	-	0.00	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	500.00	165.00	65.85	99.15	335.00	40.00	0.00	40.00	45.00	58.33	-13.33	40.00	7.52	32.48		
Grounds Maintenance Contract	25,200.00	8,400.00	3,858.24	4,541.76	16,800.00	2,100.00	1,929.12	170.88	2,100.00	1,929.12	170.88	2,100.00	-	1,929.12	4,029.12	Final credit from contractor for missed work
Equipment Hire	500.00	165.00	-	165.00	335.00	40.00	0.00	40.00	45.00	-	45.00	40.00	-	40.00		
Repairs and Renewals	1,500.00	315.00	314.59	0.41	1,185.00	-	0.00	0.00	-	-	0.00	315.00	314.59	0.41		
Miscellaneous Expenditure	1,000.00	330.00	754.49	-424.49	670.00	80.00	211.71	-131.71	90.00	353.79	-263.79	80.00	96.05	-16.05		
Ditch & Dyke Maintenance, Fence repairs and replacements	29,200.00	24,600.00	22,870.26	1,729.74	4,600.00	5,800.00	5,768.05	31.95	17,000.00	15,352.65	1,647.35	1,800.00	1,749.56	50.44		
Habitat Ponds	-	-	-	0.00	-	-	0.00	0.00	-	0.00	0.00	-	0.00	0.00		
Arboricultural Survey & Tree maintenance	1,100.00	500.00	-	500.00	600.00	-	0.00	0.00	-	0.00	0.00	-	0.00	0.00		
Landscaping Projects (New works)	1,500.00	200.00	41.65	158.35	1,300.00	50.00	0.00	50.00	50.00	41.65	8.35	50.00	-	50.00		
Waste collection (waste bins around the development)	1,500.00	750.00	-	750.00	750.00	-	0.00	0.00	-	-	0.00	375.00	-	375.00		
Fuel, Oil and Water	500.00	165.00	74.90	90.10	335.00	40.00	16.67	23.33	45.00	58.23	-13.23	40.00	-	40.00		
Vehicle Insurance	2,000.00	270.00	262.50	7.50	1,730.00	-	0.00	0.00	-	-	0.00	270.00	262.50	7.50		
Play ground inspection	800.00	-	-	0.00	800.00	-	0.00	0.00	-	-	0.00	-	-	0.00		
<b>Groundsman Totals</b>	<b>88,861.00</b>	<b>43,203.59</b>	<b>35,586.07</b>	<b>7,617.52</b>	<b>45,657.41</b>	<b>9,985.90</b>	<b>9,761.45</b>	<b>224.45</b>	<b>21,210.90</b>	<b>19,629.67</b>	<b>1,581.23</b>	<b>6,945.90</b>	<b>2,337.00</b>	<b>4,608.90</b>		



**Operational The Centre Budget**

Staff salaries	28,310.00	9,921.52	9,921.52	-	18,388.48	2,480.48	2,480.48	0.00	2,469.11	2,469.11	0.00	2,491.44	2,491.44	0.00
Employers NI & Pension	1,087.00	72.24	72.24	0.00	1,014.76	15.47	15.47	0.00	15.13	15.13	0.00	26.18	26.18	0.00
Youth Activities	500.00	165.00	0.00	165.00	335.00	40.00	0.00	40.00	45.00	-	45.00	40.00	-	40.00
PRS & Licenses	1,500.00	1,285.00	1,162.12	122.88	215.00	700.00	692.62	7.38	300.00	334.50	-34.50	150.00	-	150.00
Advertising, Communications & Printing	400.00	130.00	0.00	130.00	270.00	30.00	0.00	30.00	40.00	-	40.00	30.00	-	30.00
The Centre repairs, renewals & maintenance	8,500.00	2,625.00	970.05	1,654.95	5,875.00	500.00	0.00	500.00	1,125.00	64.59	1,060.41	500.00	1,093.50	-593.50
Business Rates	12,500.00	5,000.00	4,959.10	40.90	7,500.00	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	1,500.00	500.00	524.74	-24.74	1,000.00	125.00	524.74	-399.74	125.00	-	125.00	125.00	-	125.00
Electricity	720.00	240.00	63.47	176.53	480.00	60.00	63.47	-3.47	60.00	-	60.00	60.00	-	60.00
Gas	2,000.00	540.00	265.09	274.91	1,460.00	190.00	110.03	79.97	70.00	-	70.00	50.00	-	50.00
Waste Collection	500.00	250.00	962.00	-712.00	250.00	0.00	0.00	0.00	0.00	-	0.00	125.00	481.00	-356.00
Cleaning Contract	9,500.00	3,160.00	1,330.76	1,829.24	6,340.00	800.00	390.00	410.00	800.00	720.00	80.00	780.00	-379.24	1,159.24
Cleaning	2,000.00	670.00	1,217.93	-547.93	1,330.00	170.00	136.21	33.79	160.00	842.28	-682.28	170.00	191.44	-21.44
Proportioned Centre Costs (income)	-7,209.00	-2,600.36	-2,340.10	-260.26	-4,608.64	-651.35	-618.52	-32.82	-618.72	-703.32	84.60	-642.56	-384.78	-257.78
Centre Totals	61,808.00	21,958.39	19,108.92	2,849.48	39,849.61	5,709.61	5,034.28	675.33	5,840.52	4,982.07	858.46	5,155.06	4,759.31	395.74

Combined Expenditure Totals	591,906.00	116,792.99	102,355.06	14,437.94	475,113.01	30,978.38	29,849.69	1,128.69	42,245.86	35,109.16	7,136.70	21,816.78	20,304.39	1,512.39
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**Income 2019/2020**

	2019/2020 Income Budget	Year to date Budget 01/04/2019 - 31/07/2019	Year to Date Income 01/04/2019 - 31/07/2019	Year to date Variance + / -	Remaining Budget 01/08/2019 - 31/03/2020	May 19 Budget	May 19 Income	Variance + / -	June 19 Budget	June 19 Income	Variance + / -	July 19 Budget	July 19 Income	Variance + / -	Notes
The Trust income															
Annual charge	-411,538.00	-404,046.96	-416,871.95	12,824.99	-7,491.04	-2,289.10	-2,296.98	7.88	-2,081.00	-1,622.66	-458.34	-1,872.90	-6,256.37	4,383.47	
Administration fees	-19,200.00	-4,600.00	-11,040.00	6,440.00	-14,600.00	-1,000.00	-2,380.00	1,380.00	-1,000.00	-1,280.00	280.00	-1,000.00	-5,400.00	4,400.00	
Interest earned	-4,000.00	0.00	0.00	-	-4,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other	-1,000.00	-320.00	-4,620.30	4,300.30	-680.00	-100.00	-100.17	0.17	-100.00	-554.65	454.65	-120.00	-965.48	845.48	
The Trust Total income NET	-435,738.00	-408,966.96	-432,532.25	23,565.29	-26,771.04	-3,389.10	-4,777.15	1,388.05	-3,181.00	-3,457.31	276.31	-2,992.90	-12,621.85	9,628.95	

The Centre Income															
Avalon Bookings	-33,000.00	-12,400.00	-9,415.19	-2,984.81	-20,600.00	-3,900.00	-2,747.53	-1,152.47	-2,600.00	-2,273.31	-326.69	-3,500.00	-1,850.25	-1,649.75	
Trust Subsidy	-28,809.00	-9,558.39	-9,693.73	135.33	-19,250.61	-1,809.61	-2,286.75	477.14	-3,240.52	-2,708.76	-531.77	-1,655.06	-2,909.06	1,254.01	
The Centre Total income NET	-61,809.00	-21,958.39	-19,108.92	-2,849.48	-39,850.61	-5,709.61	-5,034.28	-675.33	-5,840.52	-4,982.07	-858.46	-5,155.06	-4,759.31	-395.74	

Total Income	-497,547.00	-430,925.35	-451,641.17	20,715.81	-66,621.65	-9,098.71	-9,811.42	712.71	-9,021.52	-8,439.37	582.15	-8,147.96	-17,381.16	9,233.20
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Total Net Budget	94,359.00	-314,132.36	-349,286.11	35,153.75	408,491.36	21,879.67	20,038.27	1,841.40	33,224.34	26,669.79	6,554.55	13,668.82	2,923.23	10,745.59
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<b>Ring fenced Accounts</b>															
Green Fund Total	39,659.00		-												
Renewals & replacement reserve	36,000.00		47,915.00		11,915.00				18,000.00				1,165.00		Hover mower and Boardroom tables
Programme of Works reserve	77,100.00		22,870.26		54,229.74		5,768.05		15,352.65				1,749.56		Rolling 5 year plan

<b>Capital Purchases (For Information Only)</b>															
Husqvarna Flail			3,250.00												
Iseki Tractor			25,500.00												
Triple Gange Mower			18,000.00						18,000.00						
Hover Mower			400.00										400.00		
Boardroom Tables			765.00										765.00		