



AGENDA
Elsea Park Community Trust Board Meeting
Thursday 9th January 2020 – 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 7th November 2019 | JB |
| 18:10 | 3 Matters arising from the Minutes | All |
| 18:30 | 4 Management report | BC |
| 19:00 | 5 Monthly Finance Report | BL |
| 18:40 | 6 Directors Items | All |
| 20:10 | 7 Any Other Business | All |
| 20:30 | 8 Date of the next meeting: Thursday 6th February 2020 | All |

**Elsea Park Community Trust Board Meeting Minutes
Thursday 9th January, 2020**

| | | |
|-----------------------|----|-----------------------------|
| Present: | | |
| Jono Brough | JB | Owner Director (Chair) |
| Michael Marren | MM | Owner Director (Vice Chair) |
| Mark Underwood | MU | Owner Director |
| Peggy Kent | PK | Resident Director |
| Robert Reid | RR | SKDC Representative |
| Debbie Keefe | 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 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.

2. Minutes from the Previous Meeting Held on 6th December 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 7.71 BC informed the Board that a small ride-on sweeper with stiff brushes has now been ordered. No delivery date has been set.

4. Management Report

BC had emailed the Management Report prior to the meeting and gave the following updates:

4.1 Bourne Heights Footpath

4.1.1 Although many positive comments have been received regarding the new path, an email from one resident has been received complaining about the granite mix being too soft. They also went on to ask if The Trust could put in a light at the junction of West Road.

4.1.2 RR will investigate the lighting issue and will report back at the next Board meeting after discussing it with Richard Davis of LCC Highways.

Action: RR

4.2 AGP Project

4.2.1 BC was due to meet with representatives from McArdle and RLF for a 'site walkaround' on the morning of 9th January. However, due to a personal commitment, BC requested that the walkaround took place late morning. No response was received so it is not certain if the walkaround took place.

4.2.2 JB asked if the project is on target and BC replied that McArdle has given him a Gantt Chart, but the timeline may be affected by the bad weather.

4.2.3 BC is in dialogue with the pavilion manufacturer, the pavilion should be in place before the pitch is ready for use.

4.3 The Trust's VAT Position

No further updates.

4.4 Taylor Wimpey Play area on Haydock Park Drive

4.4.1 No meeting has currently been arranged but BC hopes to have a meeting date very soon.

Action: BC

4.4.2 BC is enquiring about enforcement with the S106 officer. This will mean that any building works currently undertaken by the developer could possibly be halted until the transfer of land and play parks has been actioned especially as the occupancy level for each of the developments has exceeded the 50% limit.

Action: BC

4.5 Grounds Maintenance

4.5.1 BC informed the Board that a schedule will be introduced to aid LG with the timetable for cutting hedges, pruning and other works required around the development.

Action: BC

4.5.2 BC has arranged for a whiteboard to be fitted in the workshop for messages for and between the grounds team.

4.6 Public Meeting – Zone 9

4.6.1 RR said that all residents' concerns have been resolved.

- the contamination has been removed
- the buildings will be taken demolished
- the water courses are to be adopted by The Trust
- the pond will be surrounded by new dwellings

4.7 Work to the Centre Car Park

BC said that there will be temporary restrictions to the car park between 16th to 30th March which may have an impact on daytime bookings.

4.8 Incident at The Centre

The incident on Friday 13th December was discussed and suggestions were made which the Board agreed unanimously to implement.

Action: BC/BL

5. Finance Reports

BL presented the November accounts and gave explanations for the variances.

6. Directors' Items

There were no Directors' Items.

7. Any Other Business

7.1.1 PK asked for a larger budget for the VE Day celebrations due to their being no Picnic in the Park this year. This was agreed by the directors.

7.1.2 PK revealed some of the activities arranged included:

- a forties style party
- catering for a traditional Afternoon Tea
- entertainment (of the period)

7.1.3 Tickets will go on sale for £5 per family and will include a bottle of wine or four cans of beer or soft drinks.

7.2 BC is arranging a bicycle marking event with PCSO Parrott one afternoon during the school February half term.

Action: BC

8. Date of next meeting

The next meeting will be held on Thursday 6th February 2020 at 6:00pm.

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

Report to: Elsea Park Community Trust Board
Date: 6th January 2020
Subject: Management Report – January 2020
From: Barry Cook, Community Trust Manager

1. Bourne Heights Footpath

The installation of the footpath is now complete, though the landscaping and planting will not commence until the appropriate time (weather and season-wise).

The path was laid in extremely wet conditions, and the granite dust dressing has not bound to the granite chippings as well as it would have done in drier conditions. It is expected that some infilling will need to be undertaken as the path dries out, and we will monitor the situation.

Directors may recall that the plans for the path included a pedestrian chicane close to the point it emerges on to West Road. However, just before construction commenced, we were made aware that the easement for Cadent for access to their gas governor included vehicular access, and as the chicane would have prevented this, it could not be installed.

I contacted one of the SKDC planning officers who advised that although shown on the plans, the inclusion of a chicane was not a condition of planning consent, therefore retrospective consent to omit the chicane is not required.

2. AGP Project

Work is due to restart on Monday 13 January 2020.

3. The Trust's VAT Position

Upon our return to work yesterday we received a letter from the "Solicitors Office and Legal Services Reviews & Litigation" department of HMRC upholding their decision to refuse of the refund of VAT that we are trying to claim for what we believe was misdirection on their part when The Trust first queried the liability for VAT on the annual charge.

I am reviewing the points HMRC have made in their letter prior to contacting our VAT consultant to determine if we should take the matter to tribunal.

4. Taylor Wimpey Play area on Haydock Park Drive

I hope to meet with the TW representative later this month to discuss remedials and the opening of the play area along with the landscaping of the section of Haydock Park Drive that is in their ownership.

5. Grounds Maintenance

LG joined The Trust as the second Groundsman on Monday 6th January 2020.

6. Public Meeting – Zone 9

I attended the Public Meeting concerning the contamination of land in Zones 8 and 9 on Monday 9th December at The Corn Exchange. As expected, the meeting did not bring to light any issues that we were not already aware of regarding the historic landfill that had been carried out in the former railway cutting or the possible contamination in the area of the livery yard due to the disposal of equine carcasses.

The focus of the meeting then changed once again to drainage issues, with SKDC offering a further meeting with residents of Harvey Close.

I noticed at least three residents of Elsea Park attended the meeting, but the majority of attendees appeared to be from Harvey Close / Westwood Drive.

7. Works to The Centre Car Park

We have received formal notification from Kier that works on the car park will commence on 3 February 2020. Initially, access to the car park and the continued use of the area in Kiers ownership will not be affected. However, temporary restrictions to users will be in place between 16 March 2020 and 30 March 2020 to complete construction of the new parking area and demolition of a large section of the existing car park. I have asked for

8. Incident at The Centre

On the morning on Friday 13th December two members of staff were pushed and shoved by a member of the public who came into The Centre. This is a sensitive issue which has raised some concerns regarding the personal safety of staff, and although I had a lengthy discussion with MM shortly after it happened, I would like to discuss the matter again during the meeting.

Operational Trust Budget

| Item | 2019/2020 Spend Budget | Year to date Budget 01/04/2019 - 30/11/2019 | Year to Date Expenditure 01/04/2019 - 30/11/2019 | Year to date Variance + / - | Remaining Budget 01/12/2019 - 31/03/2020 | September 19 Budget | September 19 Expenditure | Variance + / - | October 19 Budget | October 19 Expenditure | Variance + / - | November 19 Budget | November 19 Expenditure | Variance + / - | Notes |
|--|------------------------|---|--|-----------------------------|--|---------------------|--------------------------|------------------|-------------------|------------------------|----------------|--------------------|-------------------------|-----------------|-------|
| Office Staff Salaries | 72,602.00 | 47,684.90 | 47,684.90 | - | 24,917.10 | 5,960.61 | 5,960.61 | 0.00 | 5,960.61 | 5,960.61 | 0.00 | 5,960.61 | 5,960.61 | 0.00 | |
| Employers NI & Pension | 7,967.00 | 2,830.94 | 2,830.94 | 0.00 | 5,136.07 | 646.46 | 646.46 | 0.00 | 646.46 | 646.46 | 0.00 | 645.90 | 645.90 | 0.00 | |
| Agency and temporary staff | - | - | - | 0.00 | - | - | - | 0.00 | - | - | 0.00 | - | - | 0.00 | |
| Staff Training | 500.00 | 330.00 | 60.00 | 270.00 | 170.00 | 45.00 | - | 45.00 | 40.00 | - | 40.00 | 40.00 | 60.00 | -20.00 | |
| Recruitment & Other Staffing Costs | 500.00 | 330.00 | 85.95 | 244.05 | 170.00 | 45.00 | - | 45.00 | 40.00 | - | 40.00 | 40.00 | - | 40.00 | |
| Communications, Printing and Advertising | 2,500.00 | 1,650.00 | 1,534.00 | 116.00 | 850.00 | 250.00 | 574.00 | -324.00 | 100.00 | 12.00 | 88.00 | 250.00 | - | 250.00 | |
| Franking | 2,500.00 | 1,650.00 | 45.56 | 1,604.44 | 850.00 | 250.00 | 26.20 | 223.80 | 100.00 | 6.75 | 93.25 | 250.00 | - | 250.00 | |
| Office Stationery | 2,000.00 | 1,300.00 | 332.63 | 967.37 | 700.00 | 200.00 | 40.26 | 159.74 | 150.00 | 40.50 | 109.50 | 150.00 | - | 150.00 | |
| Travel & Subsistence | 150.00 | 105.00 | - | 105.00 | 45.00 | 10.00 | - | 10.00 | 20.00 | - | 20.00 | 10.00 | - | 10.00 | |
| Telephone/Mobile and Broadband | 1,800.00 | 1,200.00 | 1,076.72 | 123.28 | 600.00 | 150.00 | 121.33 | 28.67 | 150.00 | 273.35 | -123.35 | 150.00 | 109.89 | 40.11 | |
| Website, IT and Software | 3,000.00 | 2,600.00 | 2,569.36 | 30.64 | 400.00 | 200.00 | 254.16 | -54.16 | 100.00 | 58.80 | 41.20 | 100.00 | 58.80 | 41.20 | |
| Membership & Subscription | 500.00 | 330.00 | - | 330.00 | 170.00 | 45.00 | - | 45.00 | 40.00 | - | 40.00 | 40.00 | - | 40.00 | |
| Audit and Accountancy Fees | 4,900.00 | 5,800.00 | 4,573.50 | 1,226.50 | 900.00 | 50.00 | 127.50 | -77.50 | 50.00 | - | 50.00 | 1,300.00 | 49.00 | 1,251.00 | |
| Legal Fees (Court action) | 1,500.00 | 2,500.00 | 801.00 | 1,699.00 | 1,000.00 | 500.00 | 8.00 | 492.00 | 500.00 | 915.00 | -415.00 | - | 180.00 | -180.00 | |
| Professional Fees | 1,500.00 | 2,000.00 | 2,871.00 | -871.00 | 500.00 | 1,500.00 | 1,650.00 | -150.00 | 0.00 | 6.00 | -6.00 | 500.00 | - | 500.00 | |
| Insurance | 4,000.00 | 4,000.00 | 3,829.69 | 170.31 | - | 0.00 | 3,829.69 | -3,829.69 | 0.00 | - | 0.00 | - | - | 0.00 | |
| Sports Facilities | 250,000.00 | 3,580.00 | 3,906.15 | -326.15 | 246,420.00 | 1,500.00 | 1,432.66 | 67.34 | 0.00 | 8.83 | -8.83 | - | - | 0.00 | |
| Miscellaneous Expenditure | 1,200.00 | 800.00 | 1,399.55 | -599.55 | 400.00 | 100.00 | 130.96 | -30.96 | 100.00 | 72.33 | 27.67 | 100.00 | 50.00 | 50.00 | |
| Bird boxes | 250.00 | - | - | 250.00 | 250.00 | 0.00 | - | 0.00 | 0.00 | - | 0.00 | - | - | 0.00 | |
| Trust Community Grants | 1,000.00 | - | - | 1,000.00 | 1,000.00 | 0.00 | - | 0.00 | 0.00 | - | 0.00 | - | - | 0.00 | |
| Community Training | 600.00 | - | - | 600.00 | 600.00 | 0.00 | - | 0.00 | 0.00 | - | 0.00 | - | - | 0.00 | |
| Anniversary Weekend & Christmas party | 3,500.00 | 3,500.00 | 3,460.47 | 39.53 | - | 0.00 | 25.92 | -25.92 | 0.00 | 99.95 | -99.95 | - | - | 0.00 | |
| Charges (card machine, harlands, bank) | 4,750.00 | 3,680.00 | 2,472.21 | 1,207.79 | 1,070.00 | 375.00 | 835.91 | -460.91 | 375.00 | 429.21 | -54.21 | 375.00 | 479.69 | -104.69 | |
| Proportioned Centre Costs | 7,209.00 | 5,151.78 | 4,924.98 | 226.80 | 2,057.23 | 618.72 | 570.51 | 48.20 | 660.13 | 681.89 | -21.76 | 656.37 | 590.27 | 66.10 | |
| Depreciation allowance | 38,000.00 | - | - | 38,000.00 | 38,000.00 | 0.00 | - | 0.00 | 0.00 | - | 0.00 | - | - | 0.00 | |
| Contribution to The Centre | 28,809.00 | 20,751.71 | 19,723.93 | 1,027.77 | 8,057.29 | 4,902.61 | 4,474.46 | 428.14 | 1,366.19 | 1,441.61 | -75.41 | 1,354.39 | 975.51 | 378.89 | |
| Trust Totals | 441,237.00 | 111,774.32 | 104,182.54 | 7,591.78 | 329,462.68 | 17,348.40 | 20,708.64 | -3,360.25 | 10,398.40 | 10,653.29 | -254.90 | 11,922.27 | 9,159.66 | 2,762.61 | |



Operational Groundsman Budget

| | | | | | | | | | | | | | | | |
|--|------------------|------------------|------------------|------------------|------------------|-----------------|-----------------|---------------|-----------------|-----------------|-----------------|-----------------|------------------|-------------------|-------------------------|
| Salaries | 22,361.00 | 13,812.71 | 16,113.78 | -2,301.08 | 8,548.29 | 2,738.32 | 2,738.32 | 0.00 | 1,895.80 | 1,895.80 | 0.00 | 1,835.90 | 1,835.90 | 0.00 | |
| Employers NI | 1,200.00 | 427.91 | 522.53 | -94.61 | 772.09 | 174.65 | 174.65 | 0.00 | 94.61 | 94.61 | 0.00 | 94.61 | 94.61 | 0.00 | |
| Other Grounds Personnel Costs | 500.00 | 290.00 | 535.78 | -245.78 | 210.00 | 45.00 | 186.05 | -141.05 | 40.00 | 283.88 | -243.88 | 40.00 | - | 40.00 | |
| Grounds Maintenance Contract | 25,200.00 | 14,700.00 | 4,629.88 | 10,070.12 | 10,500.00 | 2,100.00 | 771.64 | 1,328.36 | 2,100.00 | - | 2,100.00 | 2,100.00 | - | 2,100.00 | |
| Equipment Hire | 500.00 | 290.00 | - | 290.00 | 210.00 | 45.00 | - | 45.00 | 40.00 | - | 40.00 | 40.00 | - | 40.00 | |
| Repairs and Renewals | 1,500.00 | 315.00 | 600.92 | -285.92 | 1,185.00 | - | 20.20 | -20.20 | - | 82.14 | -82.14 | - | 183.99 | -183.99 | |
| Miscellaneous Expenditure | 1,000.00 | 940.00 | 2,746.38 | -1,806.38 | 60.00 | 90.00 | 406.59 | -316.59 | 80.00 | 14.90 | 65.10 | 80.00 | 1,133.87 | -1,053.87 | |
| Ditch & Dyke Maintenance, Fence repairs and replacements | 29,200.00 | 28,800.00 | 27,243.29 | 1,556.71 | 400.00 | 1,200.00 | 1,116.13 | 83.87 | 0.00 | 147.36 | -147.36 | - | 47.73 | -47.73 | |
| Habitat Ponds | - | - | - | 0.00 | - | 0.00 | 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 | - | 0.00 | 0.00 | |
| Landscaping Projects (New works) | 1,500.00 | 1,300.00 | 18,094.12 | -16,794.12 | 200.00 | 50.00 | 8.33 | 41.67 | 1,000.00 | 143.74 | 856.26 | 50.00 | 17,900.40 | -17,850.40 | Bourne Heights footpath |
| Waste collection (waste bins around the development) | 1,500.00 | 1,125.00 | - | 1,125.00 | 375.00 | 0.00 | - | 0.00 | 375.00 | - | 375.00 | - | - | 0.00 | |
| Fuel, Oil and Water | 500.00 | 290.00 | 294.76 | -4.76 | 210.00 | 45.00 | 33.47 | 11.53 | 40.00 | 93.88 | -53.88 | 40.00 | - | 40.00 | |
| Vehicle Insurance | 2,000.00 | 3,730.00 | 2,509.58 | 1,220.42 | 1,730.00 | 1,730.00 | 2,247.08 | -517.08 | 0.00 | - | 0.00 | - | - | 0.00 | |
| Play ground inspection | 800.00 | 670.00 | 670.20 | -0.20 | 130.00 | 110.00 | 111.70 | -1.70 | 0.00 | - | 0.00 | - | - | 0.00 | |
| Groundsman Totals | 88,861.00 | 67,190.62 | 73,961.22 | -6,770.60 | 21,670.38 | 8,327.97 | 7,814.16 | 513.81 | 5,665.41 | 2,756.31 | 2,909.10 | 4,280.51 | 21,196.50 | -16,915.99 | |

