

**Elsea Park Community Trust Board Meeting Minutes
Thursday 2nd April 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
Dan Brown	DB	Developer Representative
In Attendance:		
Barry Cook	BC	Trust Manager
Bea Laidler	BL	Finance and Admin Officer

The meeting opened at 18:00 hrs. Due to the Covid-19 Emergency, this was a virtual meeting, hosted online via “Zoom”.

BC advised all present that this, the first meeting conducted in this manner since The Trust was established was both permitted and quorate in accordance with Article 9 of The Trust’s Articles of Association.

BC added that although the agenda and reports were not circulated prior to the meeting, the meeting would follow the usual agenda, with the agenda and reports being shared on screen.

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.

2. Minutes from the Previous Meeting Held on 6th February 2020

With no meeting having been held in March, the minutes of the previous meeting held in February were reviewed and accepted as a true record of that meeting.

3. Matters arising from the Minutes

3.1 Land transfers have been delayed. DB advised that the majority of Kier staff had been furloughed pending further guidance for the construction industry being issued by the Government.

3.2 JB informed the Board that since the last meeting, the newsletters had been printed and distributed to all residents. The dog fouling posters produced by the school are on the new bins and the Mission & Vision Statement for the reception area has been received.

4. COVID-19 Pandemic

4.1 JB expressed his gratitude to all staff and volunteers for their hard work but especially to BC regarding the measures that have been implemented to offer emergency relief and deferment of the Yearly Payment due on 1 April 2020 to The Trust's members.

4.2 The directors had unanimously agreed the following as the emergency developed:

- a. Timely closure of The Centre and cancellation of all activities, with the exception of emergency use by the NHS or local authority if so required.
- b. Offering a prescription collection service for vulnerable / shielding residents.
- c. A deferment of the Yearly Payment to 1 July 2020.
- d. Emergency relief of 25% on the Yearly Payment due on 1 April 2020.
- e. Closure of The Trust office and the move of all office staff to home working.
- f. Cancellation of the planned VE Day celebrations.
- g. Implementing "Zoom" as the preferred application for virtual meetings of Directors and between staff.

5. Management Report

BC presented the Management Report and explained that due to the emergency operational procedures being put into place no Management Report was circulated ahead of the meeting.

5.1 COVID-19

5.1.1 BC elaborated further on some of the issues caused by COVID-19.

5.1.2 Emergency Relief – This has been well received by members with a lot of positive feedback on social media, and The Trust has received many emails requesting the offer of deferral of payment until 1st July 2020.

5.1.3 The Trust's solicitors had advised The Trust to reissue all invoices for the Yearly Payment to comply with The Trust's "not for profit" status which prohibits the disbursement of dividends or the return of profits to its shareholders. BL therefore reversed the original charge and prepared the invoices to include the recalculated charge with the COVID-19 Emergency Relief.

The administration staff have printed all the replacement invoices and prepared them for delivery to the Royal Mail sorting office on Monday.

5.1.4 All payments have automatically been deferred now until July.

5.1.5 Direct Debit payments will be collected over eight months between 1st July 2020 and 1st February 2021(inclusive).

5.1.6 Home working by office staff is proving practical, with operational procedures being refined as the emergency unfolds.

5.1.7 Legal and Administration work has reduced considerably as very few TP1's / TR1's were being received.

5.1.8 After consulting with members of Grounds team, it had been decided to reduce grass cutting to every other week to strike a reasonable balance between maintaining high standards whilst keeping staff as safe as possible. The situation will be reviewed according to the weather and growing conditions, but BC affirmed that the grounds team were able to employ robust social distancing measures and that their work was permitted as the grounds staff could clearly not work from home.

5.1.9 RR confirmed that Bourne Town Council (BTC) and SKDC were continuing to cut the grass in areas for which they are responsible.

5.1.10 BC has checked to see if other organisations are also continuing with grass cutting and found that most are still doing so.

5.1.11 BC said that there has been a backlash from some residents complaining that the equipped play parks had not been locked up. Advice had been sought from PCSO Parrott who said that signage indicating that the parks are closed should suffice but had observed that some residents were still using them.

BC advised he has purchased chains and padlocks to lock the gates although there are two play parks that are still the responsibility of the developer, which means The Trust does not have the authority to secure those areas.

5.1.12 BC mentioned that there may be an issue with bin emptying and IS from BTC has offered help if The Trust requires assistance.

5.1.13 RR suggested requesting some goodwill from SKDC and he will ask Peter Moseley at the cabinet meeting tomorrow for a contact. BC said that he has thought of engaging an external contractor to empty bins for the duration if any issues with bin emptying should arise.

Action: RR

5.2 AGP Project

5.2.1 JB gave an update on the meeting held with all contractors in March to discuss moving forward. McArdle had planned to recommence the build on 30th March 2020 but due to the COVID-19 emergency, works did not go ahead.

5.2.2 A virtual meeting was held on Tuesday to discuss the progress. McArdle have agreed that their staff can commence work on the sub-base and make good use of the fine weather.

5.2.3 DB advised that carrying out the work should not cause a problem, but it is procuring the supplies that is likely to be the issue.

5.2.3 MM asked if there would be any uplift in costs. BC replied that he had been assured that there were no problems with supply and providing that the contractor is able to obtain aggregate at a reasonable cost, work will go ahead with the sub-base. DB will liaise with BC outside of the Board meeting.

Action: BC/DB

5.2.4 The pitch build should take approximately sixteen weeks once work commences. BC estimates that the AGP will unlikely be available for use until September and added that he had advised potential users to continue with their current arrangements for next season.

5.2.5 DB asked about progress with the land transfer, as this might impact on the grant funding from the Football Foundation. BC replied that because everything had been delayed, The Trust had yet to call upon any grant funding. DB agreed to try and ascertain the cause of the hold up.

Action: DB

5.2.6 RR stated he felt Kier should pay The Trust the agreed contribution for the pavilion sooner rather later. DB replied that Kier would not renege on the agreement and will probably discharge their duties prior to their year-end but felt this would be dependent on the COVID-19 situation.

5.2.7 BC said fabrication of the pavilion was expected to commence shortly and that 50% of the total payment would be due on delivery to site of the panels. BL confirmed that funds from the reserves were available to pay the invoice upon receipt.

5.3 The Trust's VAT Position

5.3.1 BC updated the Board with the response from HMRC on its claim for reimbursement of all VAT paid during the period Dec 2014 to December 2018. The response from HMRC had given compelling reasons why the Case Officer felt HMRC was not obliged to return this money to The Trust.

5.3.2 BC had discussed the matter with The Trust's VAT consultant who recommended that The Trust should accept HMRC's ruling. He had advised that whilst a case could be pursued, it would be prohibitively expensive, with little chance of success.

5.3.3 RR responded by saying that The Trust had clearly done its best to attempt to recover VAT that it felt should not have been paid and has acted dutifully. Directors agreed that the matter should not be further pursued.

5.4 Extension to The Centre Car Park

DB enquired about the progress of the car park. BC expressed his amazement at how quickly Keir's contractors had built the car park, and added that but for the work being halted due to the COVID-19 situation, it would have been completed in just under two weeks from the date of commencement.

5. Finance Reports

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

5.2 BL advised that there will be a large underspend again this year due to costs not being realised in this financial year. It was thought that the AGP and pavilion would have been finished before year end and these costs would have been transferred to the Balance Sheet. This is now unlikely to happen until the next financial year.

6. Directors' Items

There were no Directors' Items.

7. Any Other Business

7.1 MM said that due to the COVID-19 situation, the introduction of the shuttle bus service had been put on hold until further notice.

7.2.1 BL advised that she had submitted a claim for emergency relief to SKDC as the Community Centre is considered a Leisure facility and should therefore be eligible for grant relief from the government.

7.2.2 RR commented that the emergency measures may impact on higher taxation in the coming years.

7.3.1 PK said that the isolation is now hitting some residents hard and after the restrictions are lifted, she would like the Board to consider a community garden where residents can get together as social group.

7.3.2 RR advised that in his capacity as a County Councillor, he is to be given funds to allocate grants for community projects. As Elsea Park constitutes approximately a third of his ward, he would like to see some of the funding spent on such a community project within the development.

7.4.1 DB reminded everyone that The Willoughby School is being extended and Kier have been engaged as one of the contractors.

7.4.2 BC mentioned that there had been some concern about Elsea Park being used as a contractor access route, but DB confirmed that any route via Elsea Park would be used by light vans and cars only.

7.5 BC advised that the Prescription Collection Service implemented and organised by JB was running well and said that BTC is offering a similar service covering the whole town.

7.6.1 BC mentioned that an email had been received requesting assistance with shopping for a family who were self-isolating. He had contacted IS at BTC who had put him in contact with "Don't Lose Hope" who have converted their bus into a mini shop and are prepared to visit any residents on Elsea Park who required essential supplies.

7.6.2 RR said that LCC have a number of volunteers who offer shopping services and the Butterfield Centre operates a Meals on Wheels service delivering hot meals to the elderly and vulnerable.

7.7.1 As a gesture of support for these two vital local charities, BC suggested The Trust donate £1 for every dwelling on Elsea Park. There are currently 1,778 homes so BC proposed offering £1778.00 split equally between Don't Lose Hope and the Butterfield Centre. This was unanimously agreed.

Action: BC

7.7.2 RR will contact the Butterfield Centre to liaise with BC.

Action: RR

7.8 BC will share the 2020/2021 budget by email for comments and approval.

Action: BC

7.9 BC has been notified of the planning application by Barratt David Wilson Homes covering Zone 8 and will submit a consolidated response on behalf of The Trust.

7.10 BC hoped Zoom could be used to facilitate a virtual gathering of the Drop In group to encourage social interaction. He said he would discuss this with some of its regulars.

7.11 JB informed the Board that there were now thirteen volunteers (including himself) who are collecting prescriptions for residents of Elsea Park.

7.12 JB regularly posts on social media to remind people of the service offered and observing the 'social distancing' to tell neighbours that don't use a computer of the prescription collection service.

7.13 JB once again thanked the team for the speed of action implementing new working practices and procedures to allow operations to continue.

8. Date of next meeting

The next meeting will be held on Thursday 7th May 2020 at 6:00pm.

There being no further business, the meeting closed just before 8:00pm to allow everyone to participate in showing their appreciation by clapping for the NHS.

Operational Trust Budget

Item	2019/2020 Spend Budget	Year to date Budget 01/04/2019 - 29/02/2020	Year to Date Expenditure 01/04/2019 - 29/02/2020	Year to date Variance + / -	Remaining Budget 01/03/2020 - 31/03/2020	December 19 Budget	December 19 Expenditure	Variance + / -	January 20 Budget	January 20 Expenditure	Variance + / -	February 20 Budget	February 20 Expenditure	Variance + / -	Notes
Office Staff Salaries	72,602.00	66,997.26	66,997.26	-	5,604.74	6,914.29	6,914.29	0.00	6,199.03	6,199.03	0.00	6,199.03	6,199.03	0.00	
Employers NI & Pension	7,967.00	5,008.65	5,008.65	0.00	2,958.35	806.06	806.06	0.00	685.83	685.83	0.00	685.83	685.83	0.00	
Agency and temporary staff	-	-	-	0.00	-	-	-	0.00	-	-	0.00	-	-	0.00	
Staff Training	500.00	415.00	60.00	355.00	85.00	45.00	-	45.00	40.00	-	40.00	40.00	-	40.00	
Recruitment & Other Staffing Costs	500.00	415.00	85.95	329.05	85.00	45.00	-	45.00	40.00	-	40.00	40.00	-	40.00	
Communications, Printing and Advertising	2,500.00	2,000.00	1,534.00	466.00	500.00	250.00	-	250.00	100.00	-	100.00	250.00	-	250.00	
Franking	2,500.00	2,000.00	1,546.54	453.46	500.00	250.00	-	21.95	271.95	100.00	1,522.93	-1,422.93	250.00	-	250.00
Office Stationery	2,000.00	1,650.00	387.78	1,262.22	350.00	200.00	-	7.99	207.99	150.00	63.14	86.86	150.00	-	150.00
Travel & Subsistence	150.00	130.00	-	130.00	20.00	10.00	-	10.00	15.00	-	15.00	10.00	-	10.00	
Telephone/Mobile and Broadband	1,800.00	1,565.93	1,250.54	315.39	234.07	150.00	-	77.93	72.07	150.00	29.96	120.04	150.00	65.93	84.07
Website, IT and Software	3,000.00	2,899.60	3,012.16	-112.56	100.40	100.00	-	58.80	41.20	100.00	284.40	-184.40	100.00	99.60	0.40
Membership & Subscription	500.00	415.00	-	415.00	85.00	45.00	-	45.00	40.00	-	40.00	40.00	-	40.00	
Audit and Accountancy Fees	4,900.00	4,850.00	4,573.50	276.50	50.00	-	-	0.00	50.00	-	50.00	50.00	-	50.00	
Legal Fees (Court action)	1,500.00	1,860.00	1,216.00	644.00	-	360.00	-	0.00	-	55.00	-55.00	-	360.00	-360.00	Payment made to request homeowners attend court for questioning
Professional Fees	1,500.00	1,503.00	2,898.00	-1,395.00	-	3.00	21.00	-21.00	-	3.00	-3.00	-	3.00	-3.00	
Insurance	4,000.00	4,023.97	3,853.66	170.31	-	23.97	-	0.00	-	-	0.00	-	23.97	-23.97	
Sports Facilities	250,000.00	127,480.00	127,892.51	-412.51	122,520.00	122,000.00	122,086.36	-86.36	-	-	0.00	1,900.00	1,900.00	0.00	VAT advice received relating to the football pitch
Miscellaneous Expenditure	1,200.00	1,036.20	1,654.81	-618.61	163.80	100.00	136.46	-36.46	100.00	82.60	17.40	100.00	36.20	63.80	
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	3,849.01	-349.01	-	-	388.54	-388.54	-	-	0.00	-	-	0.00	
Charges (card machine, harlands, bank)	4,750.00	4,444.63	2,576.73	1,867.90	305.37	375.00	44.76	330.24	375.00	45.13	329.87	375.00	14.63	360.37	
Proportioned Centre Costs	7,209.00	6,976.21	6,601.80	374.41	232.79	656.37	537.13	119.24	775.59	747.21	28.38	355.17	392.48	-37.32	
Depreciation allowance	38,000.00	-	-	0.00	38,000.00	-	-	0.00	-	-	0.00	0.00	-	0.00	
Contribution to The Centre	28,809.00	30,303.62	31,618.63	-1,315.02	-	1,494.62	4,133.58	-2,638.96	3,036.57	3,409.46	-372.89	1,686.43	2,516.76	-830.32	
Trust Totals	441,237.00	269,474.06	266,617.53	2,856.53	171,762.94	136,080.29	137,009.87	-929.57	11,957.02	13,127.69	-1,170.67	12,381.46	12,297.43	84.03	



Operational Groundsman Budget

Salaries	22,361.00	23,780.98	25,763.48	-1,982.51	-	1,419.98	2,129.65	2,129.65	0.00	2,129.65	3,646.98	-1,517.33	3,873.07	3,873.07	0.00
Employers NI	1,200.00	1,005.65	1,245.33	-239.68	-	194.35	94.61	135.02	-40.40	94.61	293.89	-199.28	255.43	293.89	-38.46
Other Grounds Personnel Costs	500.00	465.97	898.40	-432.43	-	34.03	45.00	86.66	-41.66	40.00	224.99	-184.99	40.00	50.97	-10.97
Grounds Maintenance Contract	25,200.00	21,000.00	4,629.88	16,370.12	-	4,200.00	2,100.00	-	2,100.00	2,100.00	-	2,100.00	2,100.00	-	2,100.00
Equipment Hire	500.00	415.00	-	415.00	-	85.00	45.00	-	45.00	40.00	-	40.00	40.00	-	40.00
Repairs and Renewals	1,500.00	506.59	842.84	-336.25	-	993.41	50.33	-50.33	-	-	0.00	-	191.59	-191.59	
Miscellaneous Expenditure	1,000.00	1,313.19	3,770.17	-2,456.98	-	313.19	0.00	262.35	262.35	0.00	972.95	-972.95	80.00	313.19	-233.19
Ditch & Dyke Maintenance, Fence repairs and replacements	29,200.00	29,224.08	28,932.67	291.41	-	24.08	39.77	-39.77	360.00	1,585.53	-1,225.53	-	64.08	-64.08	
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	
Landscaping Projects (New works)	1,500.00	1,712.80	19,439.59	-17,726.79	-	212.80	752.67	-752.67	0.00	180.00	-180.00	-	412.80	-412.80	
Waste collection (waste bins around the development)	1,500.00	1,500.00	-	1,500.00	-	-	-	0.00	375.00	-	375.00	-	-	0.00	
Fuel, Oil and Water	500.00	1,164.00	1,194.21	-30.21	-	664.00	45.45	-45.45	-	20.00	-20.00	-	834.00	-834.00	
Vehicle Insurance	2,000.00	2,000.00	2,509.58	-509.58	-	-	-	0.00	-	-	0.00	-	-	0.00	
Play ground inspection	800.00	670.00	670.20	-0.20	-	130.00	-	0.00	-	-	0.00	-	-	0.00	
Groundsman Totals	88,861.00	85,258.25	89,896.35	-4,638.10	3,602.75	4,414.26	2,977.20	1,437.07	5,139.26	6,924.34	-1,785.08	6,388.50	6,033.59	354.91	

