



AGENDA
Elsea Park Community Trust Board Meeting
Thursday 2nd July 2020 – 18:00

Venue: Virtue meeting via Zoom

Time	Item	
18:00	1 Welcome and Apologies	JB
18:05	2 Minutes from previous meeting held on 4th June 2020	JB
18:10	3 Matters arising from the Minutes	All
18:25	4 Management report	BC
18:40	5 Monthly Finance Report	BL
19:00	6 Directors Items	All
19:20	7 Any Other Business	All
19:45	8 Date of the next meeting: Thursday 6th August 2020	All

Elsa Park Community Trust Board Meeting Minutes
Thursday 2nd July, 2020

Present:		
Jono Brough	JB	Owner Director (Chair)
Michael Marren	MM	Owner Director (Vice Chair)
Peggy Kent	PK	Resident Director
Robert Reid	RR	SKDC Representative
Michael Norbury	MN	Prospective Resident Director
Emma Shorrocks	ES	Prospective Owner Director
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”.

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 Apologies were received from Mark Underwood, Paul Fellows and Dan Brown.

1.3 JB welcomed everyone to the meeting, thanked them for attending, and introduced MN and ES as new prospective directors.

1.4 MN and ES both gave a brief overview of themselves and what they hope to be able to contribute to the Elsa Park community.

2. Minutes from the Previous Meeting Held on 4th June 2020

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

BC presented the Management Report verbally

4.1 BC began by explaining to MN and ES of the possibility of a Conflict of Interest when conducting the business of The Trust and reminded all present of the importance of declaring any potential conflict at the opening of every board meeting.

4.2 Trees on Raymond Mays Way

As a follow up from the previous month's discussion regarding some trees on the shelter belt along on Raymond Mays Way, BC had asked for a quote for the works.

Action: BC

4.3 Leytonstone Lane Bench

BC has checked the bench and discovered it is a picnic table with two fixed benches rather than the bench that he had envisaged. He added that the residents do not want a litter bin or permanent bench sited there, and that they will remove it if any problems arise.

4.4 Newsletter

4.4.1 JB took the lead for this section and said that the newsletter is due to be submitted for print on 10th July 2020.

4.4.2 JB spoke of the new coffee shop opening next to Barnado's and said he had offered the proprietor space in the newsletter to promote and talk about her new enterprise.

Action: JB

4.4.3 ES said that the new owner has carried out market research to ascertain residents interest and requirements and is looking into the possibility of having seating and hosting childrens' parties.

4.4.4 JB has almost completed 'View from the Chair' and BC advised he was waiting for articles from PSCO Parrott and Peter Ellis.

4.5 Return of staff to The Trust Office

4.5.1 The Office

BC informed the meeting that BL and himself had re-arranged the furniture and filing cupboard in the main office to comply with social distancing guidelines.

4.5.2 Ventilation is an issue in the office as there are no opening windows and the extractor fan is extremely noisy. BC will contact local window suppliers to obtain quotations for the sealed unit to be replaced with one that has a window opener.

Action: BC

4.5.3 Reception Area

BC has purchased the necessary materials for a sneeze screen in reception which will be in place before the building reopens to visitors and groups.

Action: BC

4.5.4 Screening materials have been purchased for the three serving hatches in the kitchen

4.5.5 Face shields have been purchased and distributed to staff.

4.5.6 The Centre

The groups that use the Centre have been contacted with regular updates and several groups have indicated they have no plans to restart before September.

4.5.7 Hirers running exercise / dance sessions have been advised that they will be able to return only when government guidance permits. BC raised the concern that some groups may not be viable because the degree of social distancing that will be required might mean that the whole hall will need to be used.

4.5.8 When it returns, the weekly Drop-In group will probably need to move to Hall A as the lounge is too small to accommodate the size of the group, but this will be dependent on availability.

4.5.9 Several foot operated and automatic wall mounted hand sanitiser stations have been purchased and will be sited appropriately throughout the building.

4.5.10 Play Areas

The play areas will be reopened on the morning of Saturday 4th July.

4.5.11 All play areas owned or operated by The Trust have had safety inspections undertaken and all play equipment has been thoroughly cleaned and disinfected. The opportunity has also been taken during lockdown to repaint some of the equipment. JB has posted on the Residents' Facebook page to ask that residents ensure that their children are supervised in accordance with the Government guidelines.

4.5.12 Notices advising of Covid-19 safe practices will be fixed to the entrances of the play areas and all equipment will be sprayed regularly with anti-bacterial cleaner.

4.5.13 As owners of the playparks, The Trust will monitor user activity as far as is practicable to ensure that the guidance is adhered to. BC advised that although he had emailed Taylor Wimpey to enquire when they might unlock the play area on Haydock Park Drive (that has yet to be handed over to The Trust), he has received no response.

4.5.14 JB expressed his thanks to everyone and their efforts undertaken in reopening the Office and play areas.

4.6 AGP Project

4.6.1 JB presented this section of the report. He advised that he, MM and BC have been visiting the AGP site on a regular basis.

4.6.2 Work on the pitch is progressing well despite a further ten days being lost due to the delays in the delivery of stone for the sub-base.

4.6.3 One lateral pitch drain has now been completed and the contractor has started on the second. It is hoped by that surface drainage will be completed this week.

4.6.4 Car Park works are also progressing well although there is an issue with the responsibility for the building of the car park retaining wall.

4.6.5 The Pavilion has had all the internal stud work built and first fix is almost complete.

4.6.6 The Qube (who are supplying the pavilion have) suggested that composite cladding rather than natural cedar should be considered for the external finish. They have been asked to confirm any cost implications and to ascertain lead time should The Board decide to approve the change.

4.6.7 BC advised the Board that funding for the pavilion has yet to be received from Kier (though it is expected soon) and that BL is preparing to transfer monies to The Trusts current account from the investment account if the need arises.

4.6.8 BC has received two quotes for the fire and intruder alarm systems and is awaiting further quotes for the provision of CCTV

Action: BC

4.6.9 The fees for hiring the pitch were set over two years ago and will be revisited to allow for any increase in inflation before bookings are accepted.

4.6.10 BC advised that the Engagement Officer from the Football Foundation (FF) has reminded him that the fees agreed are for the hire of the pitch and changing rooms etc, and that as no funding was provided by the FF for the club room, The Trust should consider implementing a small charge for associated use during training and matches.

4.4.11 As the AGP nears completion, the three Partner Clubs and Lincolnshire FA are eager to agree and confirm the programme of use.

4.4.12 Other organisations are already enquiring about pitch hire, but priority will be given the partner clubs (as per the funding agreement).

5. Finance Reports

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

5.2 The Business Rates refund was received and is now visible in the May accounts.

5.3 The first direct debits have been collected by Fastpay without any problems and payment is expected from Fastpay next week. Harlands made payment to The Trust five weeks after collection.

6. Directors' Items

There were no Directors' Items

7. Any Other Business

7.1 JB said that most of the directors have submitted a photograph which be posted on the Elsea Park website and asks the director who have not submitted a photograph to do so soon.

Action: JB

7.2 BC informed the Board that he has received reports that the housing associations are not passing the COVID-19 relief onto residents. JB and BC thinks it would be a good idea to contact the housing associations to ask what their plans are for passing on the relief to the residents.

Action: BC/BL

7.3 Complaints have been received regarding the path at Bourne Heights. With the recent bad weather, the granite mixture is very loose making it difficult for pushchairs. BC will contact the contractor that laid the path to investigate.

Action: BC

8. Date of next meeting

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

There being no further business, the meeting closed at 19:25pm.

Operational Trust Budget



Item	2020/2021 Spend Budget	Year to date Budget 01/04/2020 - 31/05/2020	Year to Date Expenditure 01/04/2020 - 31/05/2020	Year to date Variance + / -	Remaining Budget 01/06/2020 - 31/03/2021	April 20 Budget	April 20 Expenditure	Variance + / -	May 20 Budget	May 20 Expenditure	Variance + / -	Notes
Office Staff Salaries	80,000.00	13,060.00	12,398.06	661.94	66,940.00	6,530.00	6,199.03	330.97	6,530.00	6,199.03	330.97	
Employers NI & Pension	6,360.00	284.00	275.21	8.79	6,076.00	142.00	137.60	4.40	142.00	137.60	4.40	
Agency and temporary staff	-	-	-	0.00	-	-	-	0.00	0.00	-	0.00	
Staff Training	1,000.00	200.00	-	200.00	800.00	160.00	-	160.00	40.00	-	40.00	
Recruitment & Other Staffing Costs	250.00	-	-	0.00	250.00	-	-	0.00	0.00	-	0.00	
Workwear & PPE	500.00	80.00	-	80.00	420.00	-	-	0.00	80.00	-	80.00	
Communications, Printing and Advertising	1,600.00	50.00	530.00	-480.00	1,550.00	50.00	530.00	-480.00	0.00	-	0.00	
Franking	2,550.00	1,700.00	1,773.96	-73.96	850.00	200.00	12.54	187.46	1,500.00	1,761.42	-261.42	Postage uploads from December 2019
Office Stationery	3,000.00	550.00	461.33	88.67	2,450.00	400.00	461.33	-61.33	150.00	-	150.00	
Travel & Subsistence	150.00	-	-	0.00	150.00	-	-	0.00	0.00	-	0.00	
Telephone/Mobile and Broadband	1,500.00	300.00	353.47	-53.47	1,200.00	150.00	353.47	-203.47	150.00	-	150.00	
Website, IT and Software	3,500.00	215.00	169.99	45.01	3,285.00	75.00	169.99	-94.99	140.00	-	140.00	
Membership Subscriptions & Donations	500.00	125.00	2,575.00	-2,450.00	375.00	125.00	1,825.00	-1,700.00	-	750.00	-750.00	Donatin to Len Pick Trust for Ryan Murrant taking VE Day photos
Audit and Accountancy Fees	5,000.00	3,650.00	3,649.00	1.00	1,350.00	50.00	49.00	1.00	3,600.00	3,600.00	0.00	
Legal Fees (Court action)	2,000.00	-	-	0.00	2,000.00	-	-	0.00	-	-	0.00	
Professional Fees	1,550.00	-	-	0.00	1,550.00	-	-	0.00	-	-	0.00	
Insurance	4,160.00	-	-	0.00	4,160.00	-	-	0.00	-	-	0.00	
Equipment	2,500.00	100.00	-	100.00	2,400.00	100.00	-	100.00	-	-	0.00	
Miscellaneous Expenditure	1,500.00	-	233.44	-233.44	1,500.00	-	194.48	-194.48	-	38.96	-38.96	
Bird boxes	1,000.00	-	-	0.00	1,000.00	-	-	0.00	-	-	0.00	
Trust Community Grants	1,000.00	-	-	0.00	1,000.00	-	-	0.00	-	-	0.00	
Community Training	500.00	-	-	0.00	500.00	-	-	0.00	-	-	0.00	
Anniversary Weekend & Christmas party	3,500.00	-	-	0.00	3,500.00	-	-	0.00	-	-	0.00	
Charges (card machine, harlands, bank)	5,000.00	800.00	1,236.86	-436.86	4,200.00	400.00	1,148.09	-748.09	400	88.77	311.23	
Proportioned Centre Costs	9,249.15	1,574.39	396.71	1,177.68	7,674.76	871.71	728.82	142.88	702.69	-332.11	1,034.79	
Depreciation allowance	53,000.00	-	-	0.00	53,000.00	-	-	0.00	-	-	0.00	
Contribution to The Centre	11,450.85	15,154.39	17,786.05	2,631.66	26,605.24	-20,306.71	-20,800.64	493.94	5,152.32	3,014.60	2,137.72	
Trust Totals	202,320.00	7,534.00	6,266.98	1,267.02	194,786.00	-11,053.00	-8,991.29	-2,061.71	18,587.00	15,258.27	3,328.73	

AGP Budget

Salaries	18,500.00	-	0.00	0.00	18,500.00			0.00			0.00	
Employers NI & Pension	2,030.00	-	-	0.00	2,030.00			0.00			0.00	
Workwear & PPE	400.00	-	-	0.00	400.00			0.00			0.00	
AGP Business Rates	3,000.00	-	-	0.00	3,000.00			0.00			0.00	
AGP Water Rates	2,000.00	-	-	0.00	2,000.00			0.00			0.00	
AGP Maintenance	2,500.00	-	-	0.00	2,500.00			0.00			0.00	
AGP Electricity	1,500.00	-	-	0.00	1,500.00			0.00			0.00	
AGP Equipment	1,000.00	-	0.00	0.00	1,000.00			0.00			0.00	
Sports Facilities	1,150,613.00	-	0.00	0.00	1,150,613.00			0.00			0.00	
Depreciation allowance	43,500.00	-	0.00	0.00	43,500.00			0.00			0.00	
AGP Totals	1,225,043.00	-	-	-	1,225,043.00	-	-	-	-	-	-	

Operational Groundsman Budget

Salaries	43,000.00	7,760.00	7,746.13	13.87	35,240.00	3,880.00	3,873.06	6.94	3,880.00	3,873.06	6.94	
Employers NI	4,675.00	570.00	89.00	481.00	4,105.00	285.00	44.50	240.50	285.00	44.50	240.50	
Workwear & PPE	1,000.00	100.00	100.00	0.00	900.00		-	0.00	100.00	100.00	0.00	
Other Grounds Personnel Costs	250.00	-	-	0.00	250.00		-	0.00	-	-	0.00	
Equipment Hire	500.00	-	-	0.00	500.00		-	0.00	-	-	0.00	
Repairs and Renewals	1,000.00	125.00	128.01	-3.01	875.00	0.00	-	0.00	125.00	128.01	-3.01	
New equipment and tools	2,500.00	-	-	0.00	2,500.00		-	0.00	-	-	0.00	
Miscellaneous Expenditure	1,000.00	160.00	-	160.00	840.00	80.00	-	80.00	80.00	-	80.00	
Ditch & Dyke Maintenance, Fence repairs and replacements	13,750.00	880.00	870.75	9.25	12,870.00	880.00	870.75	9.25	-	-	0.00	
Habitat Ponds	-	-	0.00	0.00	-	0.00	-	0.00	-	-	0.00	
Arboricultural Survey & Tree maintenance	-	-	0.00	0.00	-	-	-	0.00	-	-	0.00	
Landscaping Projects (New works)	2,000.00	-	-	0.00	2,000.00	0.00	-	0.00	-	-	0.00	
Waste collection (waste bins around the development)	1,500.00	375.00	-	375.00	1,125.00	375.00	-	375.00	-	-	0.00	

Fuel, Oil and Water	44	1,500.00	-	-	0.00	1,500.00	-	0.00	-	0.00		
Vehicle Insurance	45	3,000.00	-	-	0.00	3,000.00	0.00	-	-	0.00		
Vehicle repairs & MOT	46	1,000.00	-	-	0.00	1,000.00	0.00	-	-	0.00		
Play ground inspection	47	1,000.00	-	-	0.00	1,000.00	0.00	-	-	0.00		
Groundsman Totals		77,675.00	9,970.00	8,933.89	1,036.11	67,705.00	5,500.00	4,788.31	711.69	4,470.00	4,145.57	324.43

Operational The Centre Budget

Staff salaries		28,000.00	4,520.00	5,159.17	-639.17	23,480.00	2,260.00	2,579.59	-319.59	2,260.00	2,579.59	-319.59	
Employers NI & Pension		1,000.00	40.00	40.18	-0.18	960.00	20.00	20.09	-0.09	20.00	20.09	-0.09	
Youth Activities	48	500.00	-	-	0.00	500.00	-	-	0.00	-	-	0.00	
PRS & Licenses	49	1,750.00	830.00	830.66	-0.66	920.00	-	-	0.00	830.00	830.66	-0.66	
Advertising, Communications & Printing	50	400.00	-	-	0.00	400.00	-	-	0.00	-	-	0.00	
The Centre repairs, renewals & maintenance	51	10,000.00	1,000.00	216.96	783.04	9,000.00	500.00	-	500.00	500.00	216.96	283.04	
Business Rates	52	12,950.00	2,590.00	-	2,590.00	10,360.00	1,295.00	1,259.98	35.02	1,295.00	-1,259.98	2,554.98	SKDC granted 100% rebate for COVID-19 and refunded previous month's charge
Water	53	1,000.00	250.00	431.32	-181.32	750.00	250.00	424.79	-174.79	-	6.53	-6.53	
Electricity	54	800.00	25.00	183.45	-158.45	775.00	25.00	183.45	-158.45	0.00	-	0.00	
Gas	55	2,000.00	140.00	240.28	-100.28	1,860.00	140.00	240.28	-100.28	0.00	-	0.00	
Waste Collection	56	500.00	125.00	-	125.00	375.00	125.00	-	125.00	-	-	0.00	
Cleaning Contract	57	10,000.00	1,600.00	412.40	1,187.60	8,400.00	800.00	220.00	580.00	800.00	192.40	607.60	The Centre is closed so no cleaning is required
Cleaning	58	2,300.00	300.00	-	300.00	2,000.00	150.00	-	150.00	150.00	-	150.00	
Proportioned Centre Costs (income)		-9,249.15	-1,574.39	-396.71	-1,177.68	-7,674.76	-871.71	-728.82	-142.88	-702.69	332.11	-1,034.79	
Centre Totals		61,950.85	9,845.61	7,117.71	2,727.90	52,105.24	4,693.30	4,199.36	493.94	5,152.32	2,918.36	2,233.96	
Combined Expenditure Totals		1,566,988.85	27,349.61	22,318.58	5,031.03	1,539,639.24	-859.71	-3.62	-856.09	28,209.32	22,322.20	5,887.11	

Income 2019/2020

		2020/2021 Income Budget	Year to date Budget 01/04/2020 - 31/03/2021	Year to Date Income 01/04/2020 - 31/03/2021	Year to date Variance + / -	Remaining Budget 01/03/2020 - 31/03/2021	April 20 Budget	April 20 Income	Variance + / -	May 20 Budget	May 20 Income	Variance + / -	Notes
The Trust income													
Annual charge	a	-418,200.00	-404,190.00	-404,938.01	748.01	-14,010.00	-402,000.00	-402,755.87	755.87	-2,190.00	-2,182.14	-7.86	
Administration fees	b	-20,000.00	-2,000.00	-800.00	-1,200.00	-18,000.00	-200.00	-200.00	0.00	-1,800.00	-600.00	-1,200.00	Income is down due to Developer staff being furloughed, no new house sales
Interest earned	c	-1,000.00	0.00	0.00	0.00	-1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
Other	d	-1,000.00	0.00	0.00	0.00	-1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
The Trust Total income NET		- 440,200.00	- 406,190.00	- 405,738.01	-451.99	- 34,010.00	-402,200.00	-402,955.87	755.87	-3,990.00	-2,782.14	-1,207.86	
AGP Income													
Football Foundation grant	e	-497,000.00	0.00	0.00	0.00	-497,000.00	-	0.00	0.00	0.00	-	-	
Funding towards pavillion	f	-315,000.00	0.00	0.00	0.00	-315,000.00	-	0.00	0.00	0.00	-	0.00	
Football pitch bookings	g	-10,000.00	0.00	0.00	0.00	-10,000.00	0.00	0.00	0.00	0.00	-	0.00	
Local grants	h	-28,000.00	0.00	0.00	0.00	-28,000.00	0.00	0.00	0.00	0.00	-	0.00	
The Trust Total income NET		- 850,000.00	-	-	0.00	- 850,000.00	0.00	0.00	0.00	0.00	0.00	0.00	
The Centre Income													
Avalon Bookings	i	-25,500.00	0.00	96.24	-96.24	-25,500.00	0.00	0.00	0.00	0.00	96.24	-96.24	Refunds made for hall bookings
COVID 19 grant	j	-25,000.00	-25,000.00	-25,000.00	0.00	0.00	-25,000.00	-25,000.00	0.00	-	-	0.00	
Trust Subsidy		-11,450.85	15,154.39	17,786.05	-2,631.66	-26,605.24	20,306.71	20,800.64	-493.94	-5,152.32	-3,014.60	-2,137.72	Subsidy not as much due to the Business Rates rebate
The Centre Total income NET		- 61,950.85	- 9,845.61	- 7,117.71	-2,727.90	- 52,105.24	- 4,693.30	- 4,199.36	-493.94	- 5,152.32	- 2,918.36	-2,233.96	
Total Income		-1,352,150.85	-416,035.61	-412,855.72	-3,179.89	-936,115.24	- 406,893.30	- 407,155.23	261.93	- 9,142.32	- 5,700.50	-3,441.82	
Total Net Budget		214,838.00	-388,686.00	-390,537.14	1,851.14	603,524.00	- 407,753.00	- 407,158.84	- 594.16	19,067.00	16,621.71	2,445.29	

OK

OK

OK