



AGENDA
Elsea Park Community Trust Board Meeting
Thursday 4th June 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 7th May 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
19:10	6.1 Directors' Responsibilities	JB
19:30	7 Any Other Business	All
19:45	8 Date of the next meeting: Thursday 2nd July 2020	All

**Else Park Community Trust Board Meeting Minutes
Thursday 4th June, 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
Paul Fellows	PF	Bourne Town Council Representative
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".

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 7 May 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 reported as follows:

4.1 Trees along Raymond Mays Way

The trees that form the shelter between Raymond Mays Way and Elsea Park have grown dramatically since some were last cut back between roundabouts two and three, and some residents have asked if The Trust can assist in dealing with high branches that overhang their boundaries. The land on which the trees stand is still in the ownership of Kier, and ideally, for the trees to act as intended as a sound barrier and wildlife habitat, they would usually be left to grow naturally, and any property owner who had branches overhanging the boundary of their property has the right to cut them back level with the boundary but must dispose of the arisings unless the owner of the tree requests they be returned.

Notwithstanding that, BC suggested that the Trust might be prepared to assist residents who were experiencing problems, and The Board agreed unanimously to look at each request on a case by case basis.

Action: BC

4.2 Leytonstone Lane Bench

4.2.1 An email request from a resident in Leytonstone Lane has been received saying that during the COVID-19 restrictions, there has been a good community spirit between the neighbours, and they would like to put an unused picnic bench on the public open space on Leytonstone Lane.

4.2.2 BC suggested that the resident obtains agreement from the neighbours around the green as the bench, if sited, will be very close to the adjacent properties and may result in noise nuisance late at night.

4.2.3 BC also added that if the bench is successful, The Trust will be willing to place a permanent maintenance free bench in its place along with a litter bin.

4.3 Newsletter

4.3.1 JB has spoken to BC about the next newsletter. BC would like the next newsletter to be distributed in July to include an update on the AGP and pavilion and asks the directors if there are any news items they would like to contribute.

4.3.2 JB would like to see a 'Residents' Corner' whereby Elsea Park residents could contribute an article.

4.3.3 PK has an article regarding her daughter and her 'buddy' dog which was published in The National Geographic Kids.

4.3.4 JB thought it would be good to introduce the directors to the residents.

4.3 Bin Emptying

4.3.1 BC received a telephone call from Environment South Kesteven regarding a new contract for emptying the waste bins around the development. Although a good price was discussed, BC was not expecting to pay for the service.

4.3.2 RR had contacted Peter Moseley regarding emptying the waste bins and chased up for a reply to report back to his next council meeting which may have prompted the telephone call.

4.3.3 BC has approached IS of Bourne Town Council for assistance. Because of the additional waste bins still to be sited, another 1100 litre Eurobin will be required for the collections. Currently, there is no room to keep an extra Eurobin. BC is expecting a reply soon.

Action: BC

4.4 AGP Project

4.4.1 BC reported it was thought that Kier were to provide services to the point of need at the AGP facility but the utilities are now expected to terminate some 25m from where they are required. Kier were supposed to be revisiting this, but due to the relevant staff being furloughed, this did not happen.

4.4.2 JJ Mac have very kindly offered the free use of a generator in order to carry out the construction of the pavilion.

4.4.3 The pavilion is due to be delivered to site, with construction commencing this coming Tuesday. The build is expected to take approximately six weeks.

4.4.4 BDW are awaiting planning consent for the next stage of development on Zone 8 which will run along one side of the 3G facility. BC will liaise with BDW regarding acoustic fencing as it may be more economical to fit acoustic fencing along the second border whilst the contractor is carrying fencing work along the agreed border with TW development in Zone 9a.

Action: BC

4.4.5 The Trust is responsible for the installation of fire and security systems for the pavilion. BC has engaged with our regular suppliers and has also obtained several quotes.

Action: BC

4.4.6 JB said that Labo Sport tested the ground but due to large soft areas, the ground failed the test. JB will converse with McArdle and Kier for a solution but despite this issue, work is still progressing well.

Action: JB

5. Finance Reports

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

5.2 Business Rates are usually debited over ten months and the April accounts shows one tenth of the expected expenditure. SKDC have since given The Trust COVID-19 relief of 100% and have refunded the April payment. This will show on the May's accounts.

Action: BL

5.3 No direct debits have been collected due to the COVID-19 'payment holiday'. This facility will commence from 1st July 2020 for eight months.

5.4 In addition to the usual presentation of the accounts, BL also showed the Board the performance of each segment of the organisation and asked the directors which option they preferred. The majority of directors liked the new option showing the performance of each area. It was agreed that BL will use the new style of presentation going forward.

Action: BL

6. Directors' Items

6.1 JB would like all directors to reacquaint themselves with the Articles of Association to refresh their memories and fully understand the aims of The Trust and their responsibilities as Directors.

Action: All

6.2 JB asked the directors to ensure the office is informed of any advice Directors might give to any residents to ensure accuracy and consistency in the information being provided.

Action: All

7. Any Other Business

7.1 JB would like to advertise for an additional Resident Director to join the Board in the newsletter, on The Trust's website and the residents' Facebook page. He added that according to the Articles of Association, we are below the ideal minimum number of directors required.

7.2.1 BC said that the Centre should be ready to re-open when the Government gives the go ahead. BC has ordered Anti viral hand gel and equipment and is currently looking at screens for the reception area as well as other requirements advised by HM Government.

Action: BC

7.2.2 One member of staff each week is will work in the office (on a rotational basis).

7.2.3 On Friday, whoever is working in the office will clean and sanitise the work surfaces, door handles etc and a thorough clean will be undertaken before and after the NHS Transfusion Services have used the building.

7.2.4 The Grounds Team have now resumed their full working hours.

7.2.5 JB expressed his thanks to all staff and their efforts in maintaining 'Business as Usual'.

7.3 BL said that The Trust volunteers have collected and delivered 24 prescriptions to residents around the development.

8. Date of next meeting

The next meeting will be held on Thursday 2nd July 2020 at 6:00pm.

There being no further business, the meeting closed at 19:50pm.

Operational Trust Budget

Item	2020/2021 Spend Budget	Year to date Budget 01/04/2020 - 31/03/2021	Year to Date Expenditure 01/04/2020 - 31/03/2021	Year to date Variance + / -	Remaining Budget 01/03/2020 - 31/03/2021	April 20 Budget	April 20 Expenditure	Variance + / -	Notes
Office Staff Salaries	80,000.00	6,530.00	6,199.03	330.97	73,470.00	6,530.00	6,199.03	330.97	
Employers NI & Pension	6,360.00	142.00	137.60	4.40	6,218.00	142.00	137.60	4.40	
Agency and temporary staff	-	-	-	0.00	-	-	-	-	
Staff Training	1,000.00	160.00	-	160.00	840.00	160.00	-	160.00	
Recruitment & Other Staffing Costs	250.00	-	-	0.00	250.00	-	-	-	
Workwear & PPE	500.00	-	-	0.00	500.00	-	-	-	
Communications, Printing and Advertising	1,600.00	50.00	530.00	-480.00	1,550.00	50.00	530.00	- 480.00	
Franking	2,550.00	350.00	12.54	337.46	2,200.00	350.00	12.54	337.46	
Office Stationery	3,000.00	400.00	461.33	-61.33	2,600.00	400.00	461.33	- 61.33	
Travel & Subsistence	150.00	-	-	0.00	150.00	-	-	-	
Telephone/Mobile and Broadband	1,500.00	150.00	353.47	-203.47	1,350.00	150.00	353.47	- 203.47	
Website, IT and Software	3,500.00	75.00	169.99	-94.99	3,425.00	75.00	169.99	- 94.99	
Membership Subscriptions & Donations	500.00	125.00	1,825.00	-1,700.00	375.00	125.00	1,825.00	- 1,700.00	£1 per household plus plus police bike security sales donated to Butterfield and Don't Lose Hope for services undertaken to help EPCT & other Bourne residents during the COVID 19 outbreak
Audit and Accountancy Fees	5,000.00	50.00	49.00	1.00	4,950.00	50.00	49.00	1.00	
Legal Fees (Court action)	2,000.00	-	-	0.00	2,000.00	-	-	-	
Professional Fees	1,550.00	-	-	0.00	1,550.00	-	-	-	
Insurance	4,160.00	-	-	0.00	4,160.00	-	-	-	
Equipment	2,500.00	100.00	-	100.00	2,400.00	100.00	-	100.00	
Miscellaneous Expenditure	1,500.00	-	194.48	-194.48	1,500.00	-	194.48	- 194.48	
Bird boxes	1,000.00	-	-	0.00	1,000.00	-	-	-	
Trust Community Grants	1,000.00	-	-	0.00	1,000.00	-	-	-	
Community Training	500.00	-	-	0.00	500.00	-	-	-	
Anniversary Weekend & Christmas party	3,500.00	-	-	0.00	3,500.00	-	-	-	
Charges (card machine, harlands, bank)	5,000.00	400.00	1,148.09	-748.09	4,600.00	400.00	1,148.09	- 748.09	
Proportioned Centre Costs	9,249.15	871.71	728.82	142.89	8,377.45	871.71	728.82	142.89	
Depreciation allowance	53,000.00	-	-	0.00	53,000.00	-	-	-	
Contribution to The Centre	11,450.85	- 20,306.71	- 20,804.32	497.62	31,757.56	-20,306.71	-20,804.32	497.62	
Trust Totals	202,320.00	- 10,903.00	- 8,994.97	- 1,908.03	213,223.00	-10,903.00	-8,994.97	-1,908.03	



AGP Budget

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

Operational Groundsman Budget

Salaries		43,000.00	3,880.00	3,873.06	6.94	39,120.00	3,880.00	3,873.06	6.94
Employers NI		4,675.00	285.00	48.18	236.82	4,390.00	285.00	48.18	236.82
Workwear & PPE	33	1,000.00	-	-	0.00	1,000.00		-	0.00
Other Grounds Personnel Costs	34	250.00	-	-	0.00	250.00		-	0.00
Equipment Hire	35	500.00	-	-	0.00	500.00		-	0.00
Repairs and Renewals	36	1,000.00	-	-	0.00	1,000.00	0.00	-	0.00
New equipment and tools	37	2,500.00	-	-	0.00	2,500.00		-	0.00
Miscellaneous Expenditure	38	1,000.00	80.00	-	80.00	920.00	80.00	-	80.00
Ditch & Dyke Maintenance, Fence repairs and replacements	39	13,750.00	880.00	870.75	9.25	12,870.00	880.00	870.75	9.25
Habitat Ponds	40	-	-	0.00	0.00	-	0.00	-	0.00
Arboricultural Survey & Tree maintenance	41	-	-	0.00	0.00	-		-	0.00
Landscaping Projects (New works)	42	2,000.00	-	-	0.00	2,000.00	0.00	-	0.00
Waste collection (waste bins around the development)	43	1,500.00	375.00	-	375.00	1,125.00	375.00	-	375.00
Fuel, Oil and Water	44	1,500.00	-	-	0.00	1,500.00		-	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	5,500.00	4,791.99	708.01	72,175.00	5,500.00	4,791.99	708.01

Operational The Centre Budget

Staff salaries		28,000.00	2,260.00	2,579.59	-319.59	25,740.00	2,260.00	2,579.59	-319.59
Employers NI & Pension		1,000.00	20.00	16.42	3.58	980.00	20.00	16.42	3.58
Youth Activities	48	500.00	-	-	0.00	500.00		-	0.00
PRS & Licenses	49	1,750.00	-	-	0.00	1,750.00		-	0.00
Advertising, Communications & Printing	50	400.00	-	-	0.00	400.00		-	0.00
The Centre repairs, renewals & maintenance	51	10,000.00	500.00	-	500.00	9,500.00	500.00	-	500.00
Business Rates	52	12,950.00	1,295.00	1,259.98	35.03	11,655.00	1,295.00	1,259.98	35.03
Water	53	1,000.00	250.00	424.79	-174.79	750.00	250.00	424.79	-174.79
Electricity	54	800.00	25.00	183.45	-158.45	775.00	25.00	183.45	-158.45
Gas	55	2,000.00	140.00	240.28	-100.28	1,860.00	140.00	240.28	-100.28
Waste Collection	56	500.00	125.00	-	125.00	375.00	125.00	-	125.00
Cleaning Contract	57	10,000.00	800.00	220.00	580.00	9,200.00	800.00	220.00	580.00
Cleaning	58	2,300.00	150.00	-	150.00	2,150.00	150.00	-	150.00
Proportioned Centre Costs (income)		-9,249.15	-871.71	-728.82	-142.89	-8,377.45	-871.71	-728.82	-142.89
Centre Totals		61,950.85	4,693.30	4,195.68	497.62	57,257.56	4,693.30	4,195.68	497.62

Combined Expenditure Totals		1,566,988.85	- 709.71	- 7.30	- 702.41	1,567,698.56	- 709.71	- 7.30	- 702.41
------------------------------------	--	---------------------	-----------------	---------------	-----------------	---------------------	-----------------	---------------	-----------------

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 + / -	Notes
The Trust income										
Annual charge	a	-418,200.00	-402,000.00	-402,755.87	755.87	-16,200.00	-402,000.00	-402,755.87	755.87	
Administration fees	b	-20,000.00	-200.00	-200.00	0.00	-19,800.00	-200.00	-200.00	0.00	
Interest earned	c	-1,000.00	0.00	0.00	0.00	-1,000.00	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	
The Trust Total income NET		- 440,200.00	- 402,200.00	- 402,955.87	755.87	- 38,000.00	-402,200.00	-402,955.87	755.87	

AGP Income										
Football Foundation grant	e	-497,000.00	0.00	0.00	0.00	-497,000.00		0.00	0.00	
Funding towards pavillion	f	-315,000.00	0.00	0.00	0.00	-315,000.00		0.00	0.00	
Football pitch bookings	g	-10,000.00	0.00	0.00	0.00	-10,000.00	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	
The Trust Total income NET		- 850,000.00	-	-	0.00	- 850,000.00	0.00	0.00	0.00	

The Centre Income

Avalon Bookings	i	-25,500.00	0.00	0.00	0.00	-25,500.00	0.00	0.00	0.00	Centre closed due to COVID 19. No 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	COVID 19 Government emergency relief grant for small businesses
Trust Subsidy		-11,450.85	20,306.71	20,804.32	-497.62	-31,757.56	20,306.71	20,804.32	-497.62	
The Centre Total income NET		- 61,950.85	- 4,693.30	- 4,195.68	-497.62	- 57,257.56	- 4,693.30	- 4,195.68	-497.62	

Total Income		-1,352,150.85	-406,893.30	-407,151.55	258.25	-945,257.56	- 406,893.30	- 407,151.55	258.25	
---------------------	--	----------------------	--------------------	--------------------	---------------	--------------------	---------------------	---------------------	---------------	--

Total Net Budget		214,838.00	-407,603.00	-407,158.85	-444.16	622,441.00	- 407,603.00	- 407,158.85	- 444.16	
-------------------------	--	-------------------	--------------------	--------------------	----------------	-------------------	---------------------	---------------------	-----------------	--

OK

OK

Capital Pruchases (For Information Only)

Husqvarna Flail				-						
Iseki Tractor				-						
Triple Gange Mower				-						
Hover Mower				-						
Boardroom Tables				-						
Bench sited on Linear Park				-						