



AGENDA
Elsea Park Community Trust Board Meeting
Thursday 7th May 2020 – 15:00

Venue: Online – via Zoom

Time	Item	
15:00	1	Welcome and Apologies JB
15:05	2	Minutes from previous meeting held on 2 nd April 2020 JB
15:10	3	Matters arising from the Minutes All
15:20	4	Management Report BC
15:35	5	Finance Reports BL
	5.1	Management Accounts March 2020
	5.1	Report for Y/E 31 March 2020 BL
15:50	6	Budget Review 2020/2021 All
16:15	7	Directors Items All
16:25	8	Any Other Business All
16:30	9	Date of the next meeting: Thursday 4 th June 2020 All

Elsa Park Community Trust Board Meeting Minutes
Thursday 7th May, 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	RR	Bourne Town Council Representative
Dan Brown	DB	Developer Representative
In Attendance:		
Barry Cook	BC	Trust Manager
Bea Laidler	BL	Finance and Admin Officer

The meeting opened at 15:00 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.

1.3 Apologies were received from Robert Reid.

1.4 JB announced that DK has resigned as a director due to her retirement from the school. JB expressed his thanks for the work and wished her well as did all the other directors present and asked BC to terminate DK’s Directorship at Companies House.

Action: BC

2. Minutes from the Previous Meeting Held on 2nd April 2020

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 5.1.13 JB asked if RR had approached Peter Moseley regarding emptying bins around the development during the COVID 19 lockdown period. BC replied that he isn’t certain but that he will look at other options himself should the need arise.

3.2.1 Item 5.2.5 DB said that he will liaise with James Munn of Buckles regarding land transfer.

Action: DB

3.2.2 Item 5.2.6 DB and BC will compose a letter to Kier requesting the funds for the pavilion. BC said that Kier have been given details of all costs.

Action: DB/BC

4. Management Report

BC presented the Management Report verbally.

4.1 Works to the Centre Car Park

The car park is almost complete but BC has concerns about the level in one corner as it is quite steep and may require checking for Health & Safety purposes.

Action: BC

4.2 COVID 19 Arrangements

4.2.1 Working from home is going well and BC has regular contact with staff either by phone, email or virtual meetings.

4.2.2 BL has written out the majority of the refund cheques for residents who paid in full. However, another cheque book is required to finish the refund list.

Action: BL

4.2.3 Legal work is more efficient due to documents being emailed.

4.2.4 The Estate Warden is emptying bins around the development and taking the opportunity to redecorate parts of the The Centre whilst the building is largely not being used.

4.2.5 The Wednesday morning Drop-In has met virtually and has been quite successful.

4.3 Grounds Maintenance

4.3.1 PE & LG are continuing to cut the grass and carry out maintenance around the development.

4.3.2 Lincolnshire Highways have agreed to take on the roadside verges and trees from the Barratt David Wilson development when building is completed but The Trust will cut the grass to ensure the area meets the aesthetic standards of the rest of the Elsea Park development.

4.3.3 The Trust has taken possession of a Ripper Green Flame Weeder which will burn weeds and be more environmentally friendly than by using chemicals.

4.3.4 Hedging trimmings are increasing because they cannot be burnt at the moment so we are trialling a large industrial chipper from Fentons. The chipper is three years old and has hardly been used but before committing to making a purchase, BC would will check other suppliers to compare prices.

Action: BC

4.4 AGP Project

4.4.1 McArdle will be starting work on Monday with an estimated timeline of 16 weeks.

4.4.2 There will be a letter drop to residents of Fontwell Park Drive informing them of the work starting on Monday. BC will prepare the letter and JB has offered to deliver them.

Action: JB/BC

4.4.3 A 'Breaking Ground' photoshoot has been arranged for Monday with JB, MM and BC attending.

4.4.4 Recruitment for the AGP Manager will commence shortly and the Football Foundation have offered to assist with the interview process.

Action: JB/MM/BC

4.4.5 Although not wishing to disturb the contractors, JB will be arranging inspection visits at specific key stages of the works as they progress.

Action: JB

5. Finance Reports

5.1 BL presented the 2019/2020 year end accounts and gave explanations for the variances.

5.2 A report was prepared and sent out to all directors giving an overview of what has occurred in 2019/2020 and what is expected in 2020/2021.

5.3.1 JB, MM, BC and BL attended an on-line meeting to scrutinise the budget for 2020/2021 which was presented to the Board for approval. It was passed unanimously.

5.3.2 BL expects there will be an underspend by March 2021 as costs for the AGP from Feasibility to Completion will be capitalised and transferred to the Balance Sheet as a Fixed Asset.

5.3.4 Similarly, the grants and contributions will also be transferred to the Balance Sheet and shown as Deferred Income in accordance with FRS 102.

6. Directors' Items

There were no Directors' Items.

7. Any Other Business

7.1 JB said that he will formalise DB's position on the Board as DB has left Kier and will no longer be representing Kier on The Trust Board.

7.2 JB plans to go around the Elsea Park development taking photographs for the 75th Year VE Commemoration celebrations. However, Ryan Murrant has been taking 'Doorstep' photographs and posting them on Social Media and collecting donations for the Len Pick Trust. JB asked the Board if he should engage Ryan to take photographs on behalf of The

Trust for a donation. This was discussed and agreed by directors and a donation of £750 was unanimously carried.

8. Date of next meeting

The next meeting will be held on Thursday 4th June 2020 at 6:00pm.

There being no further business, the meeting closed at 16:10.

Operational Trust Budget



Item	2019/2020 Spend Budget	Year to date Budget 01/04/2019 - 31/03/2020	Year to Date Expenditure 01/04/2019 - 31/03/2020	Year to date Variance +/-	Remaining Budget 01/03/2020 - 31/03/2020	January 20 Budget	January 20 Expenditure	Variance +/-	February 20 Budget	February 20 Expenditure	Variance +/-	March 20 Budget	March 20 Expenditure	Variance +/-	Notes
Office Staff Salaries	72,602.00	72,602.00	73,196.29	-594.29	-	6,139.54	6,199.03	-59.49	6,139.54	6,199.03	-59.49	6,139.98	6,199.03	-59.05	
Employers NI & Pension	7,967.00	7,967.00	5,694.48	2,272.52	-	673.75	685.83	-12.08	673.75	685.83	-12.08	673.47	685.83	-12.36	Rebate of £600 for small employers and a reduction in Employers NI
Agency and temporary staff	-	-	-	0.00	-	-	-	0.00	-	-	0.00	-	-	0.00	
Staff Training	500.00	500.00	160.00	340.00	-	40.00	-	40.00	40.00	-	40.00	45.00	100.00	-55.00	
Recruitment & Other Staffing Costs	500.00	500.00	385.61	114.39	-	40.00	-	40.00	40.00	-	40.00	45.00	299.66	-254.66	
Communications, Printing and Advertising	2,500.00	2,500.00	1,534.00	966.00	-	100.00	-	100.00	250.00	-	250.00	250.00	-	250.00	
Franking	2,500.00	2,500.00	1,563.79	936.21	-	100.00	1,522.93	-1,422.93	250.00	-	250.00	250.00	17.25	232.75	
Office Stationery	2,000.00	2,000.00	444.90	1,555.10	-	150.00	63.14	86.86	150.00	-	150.00	200.00	57.12	142.88	
Travel & Subsistence	150.00	150.00	-	150.00	-	15.00	-	15.00	10.00	-	10.00	10.00	-	10.00	
Telephone/Mobile and Broadband	1,800.00	1,800.00	1,292.50	507.50	-	150.00	29.96	120.04	150.00	65.93	84.07	150.00	41.96	108.04	
Website, IT and Software	3,000.00	3,000.00	3,024.15	-24.15	-	100.00	284.40	-184.40	100.00	99.60	0.40	100.00	11.99	88.01	
Membership & Subscription	500.00	500.00	-	500.00	-	40.00	-	40.00	40.00	-	40.00	45.00	-	45.00	
Audit and Accountancy Fees	4,900.00	4,900.00	5,102.50	-202.50	-	50.00	-	50.00	50.00	-	50.00	0.00	529.00	-529.00	
Legal Fees (Court action)	1,500.00	1,500.00	1,216.00	284.00	-	-	55.00	-55.00	-	360.00	-360.00	-	-	0.00	
Professional Fees	1,500.00	1,500.00	2,898.00	-1,398.00	-	-	3.00	-3.00	-	3.00	-3.00	0.00	-	0.00	VAT consultancy not budgeted for
Insurance	4,000.00	4,000.00	3,853.66	146.34	-	-	-	0.00	-	23.97	-23.97	-	-	0.00	
Sports Facilities	250,000.00	250,000.00	127,892.51	122,107.49	-	-	-	0.00	1,900.00	1,900.00	0.00	122,520.00	-	122,520.00	Costs not realised due to delays
Miscellaneous Expenditure	1,200.00	1,200.00	2,318.16	-1,118.16	-	100.00	82.60	17.40	100.00	36.20	63.80	100.00	663.35	-563.35	Items of equipment purchased that would have been entered as an asset but costs were below £500 limit
Bird boxes	250.00	250.00	-	250.00	-	-	-	0.00	-	-	0.00	250.00	-	250.00	
Trust Community Grants	1,000.00	1,000.00	-	1,000.00	-	-	-	0.00	-	-	0.00	1,000.00	-	1,000.00	
Community Training	600.00	600.00	-	600.00	-	-	-	0.00	-	-	0.00	600.00	-	600.00	
Anniversary Weekend & Christmas party	3,500.00	3,500.00	3,849.01	-349.01	-	-	-	0.00	-	-	0.00	-	-	0.00	
Charges (card machine, harlands, bank)	4,750.00	4,750.00	2,991.67	1,758.33	-	375.00	45.13	329.87	320.00	14.63	305.37	0.00	414.94	-414.94	
Proportioned Centre Costs	7,209.00	7,208.72	6,843.02	365.70	0.28	775.59	747.21	28.38	355.17	392.48	-37.32	269.83	241.22	28.60	
Depreciation allowance	38,000.00	38,000.00	52,689.00	-14,689.00	-	-	-	0.00	0.00	-	0.00	38,000.00	52,689.00	-14,689.00	Additional grounds machinery purchased
Contribution to The Centre	28,809.00	28,809.00	32,779.17	-3,970.18	0.01	2,830.40	3,412.34	-581.94	1,575.83	2,519.64	-943.81	981.46	1,154.78	-173.32	Centre bookings income down
Trust Totals	441,237.00	441,236.72	329,728.42	111,508.29	0.29	11,679.28	13,130.57	-1,451.29	12,144.28	12,300.31	-156.03	171,629.74	63,105.13	108,524.60	

Operational Groundsman Budget

Salaries	22,361.00	22,361.00	29,636.55	-7,275.55	0.00	1,891.50	3,646.98	-1,755.48	1,891.50	3,873.07	-1,981.57	1,891.50	3,873.06	-1,981.56	New groundsman
Employers NI	1,200.00	1,200.00	1,607.00	-407.00	0.00	94.61	292.03	-197.41	283.99	328.71	-44.72	204.25	328.71	-124.46	
Other Grounds Personnel Costs	500.00	500.00	898.40	-398.40	-	40.00	224.99	-184.99	40.00	50.97	-10.97	45.00	-	45.00	Training costs for new groundsman
Grounds Maintenance Contract	25,200.00	25,200.00	4,629.88	20,570.12	-	2,100.00	-	2,100.00	2,100.00	-	2,100.00	2,100.00	-	2,100.00	Contract terminated due to poor standards
Equipment Hire	500.00	500.00	-	500.00	-	40.00	-	40.00	40.00	-	40.00	45.00	-	45.00	
Repairs and Renewals	1,500.00	1,500.00	872.84	627.16	-	-	-	0.00	-	191.59	-191.59	1,185.00	30.00	1,155.00	
Miscellaneous Expenditure	1,000.00	1,000.00	3,770.17	-2,770.17	-	0.00	972.95	-972.95	-	313.19	-313.19	0.00	-	0.00	Items of equipment purchased that would have been entered as an asset but costs were below £500 limit
Ditch & Dyke Maintenance, Fence repairs and replacements	29,200.00	29,200.00	29,712.67	-512.67	-	360.00	1,585.53	-1,225.53	-	64.08	-64.08	40.00	780.00	-740.00	
Habitat Ponds	-	-	0.00	0.00	-	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	1,100.00	0.00	1,100.00	-	0.00	0.00	0.00	0.00	0.00	0.00	600.00	0.00	600.00	
Landscaping Projects (New works)	1,500.00	1,500.00	19,439.59	-17,939.59	-	0.00	180.00	-180.00	-	412.80	-412.80	200.00	-	200.00	Bourne Heights path not budgeted for
Waste collection (waste bins around the development)	1,500.00	1,500.00	-	1,500.00	-	375.00	-	375.00	-	-	0.00	-	-	0.00	
Fuel, Oil and Water	500.00	500.00	1,386.73	-886.73	-	-	20.00	-20.00	170.00	834.00	-664.00	0.00	192.52	-192.52	Red diesel not budgeted for
Vehicle Insurance	2,000.00	2,000.00	2,597.54	-597.54	-	-	-	0.00	-	-	0.00	0.00	87.96	-87.96	Insurance on additional machinery purchased throughout the year
Play ground inspection	800.00	800.00	670.20	129.80	-	-	-	0.00	-	-	0.00	130.00	-	130.00	
Groundsman Totals	88,861.00	88,861.00	95,221.56	-6,360.57	0.00	4,901.11	6,922.48	-2,021.36	4,525.49	6,068.41	-1,542.92	6,440.75	5,292.26	1,148.49	

Finance Report for Y/E 31 March 2020

1. We are already submitting our tax data on-line to HMRC so there is no requirement for us to change our current processes to comply with new legislation.
2. The reports from SAGE are still not compatible to automatically transmit the pension data so I download the data and make the correction, and then transmit the data.
3. The audit is programmed to take place on 18th May but this year, it will be done remotely due to the current situation. I have been preparing and sending files to the auditors via email.
4. We finished the last financial year with an underspend of £133k, a larger surplus than budgeted mainly due to:
 - Sports facilities underspend of £122k. There is still more work to undertake which unfortunately was halted due to drainage issues, the weather and now the COVID 19 situation.
 - Grounds maintenance underspend of £20.6k, which is due to the termination of the grounds maintenance contract. However, part of this underspend has been offset by the £7k increase in the Groundsman salary as The Trust employed a second groundsman from January.
 - Depreciation was overspent against budget by £14.7k because the grounds maintenance contract was terminated, the work was brought 'in-house' and a number of new grounds maintenance acquisitions were purchased, eg a new tractor, two ride-on mowers, mini sweeper etc. These items are asset items on the balance sheet but the items depreciation over a period of time is shown on the Expenditure and Income accounts.
 - Annual charge income: I budgeted for 1,583 properties plus a further 10 per month totalling 1,703. The total number of properties totalled 1,770 and along with the VAT has given an additional £102.8k.

- Similarly, the Admin fees brought in an additional £7.4k due to the number of new properties / resales.
 - Other income increased by £11.6k due to the sale of assets that have a zero value in the Fixed Asset register.
 - The Landscaping projects were overspent by £17.9k. This was largely on the Bourne Heights footpath which had not been budgeted for.
5. We have £425k invested in various short and medium term accounts and these realised £4.8k interest. The bank balance at year end was £382k giving The Trust a cash balance of £807.8k.
6. The CPI change was + 1.4% which increased the Yearly payment by £4.20 from £299.66 to £303.86. However, after receiving legal advice, The Trust offered all owners a reduction of 25% of the for the year commencing 1 April 2020 as COVID-19 Exceptional Emergency Relief.
7. This financial year:
- £1.2m has been budgeted for the AGP Project; this will be offset by the expected grants and other income of £850k. Most of this expenditure will be capitalised and the values will move from the Expenditure & Income accounts to the Balance Sheet.
 - The Trust's direct debit collection agents unfortunately called for an unauthorised collection in February which had to be refunded so to avoid this happening again, a new provider has been engaged and it is anticipated that overall costs will be slightly lower.
 - The temporary closure of the Community Centre has resulted in the cancellation of all leisure and recreational activity bookings. To reflect this, the anticipated income has been reduced by 25% (we expect the closure to span at least three months). However, this loss has been offset by a Government Grant, administered by ,SKDC of £25k.
 - The overall budget is expected to be £213.5k but this will reduce when the AGP is transferred to the Balance Sheet as a major asset.

Expenditure & Income Budget for 2020/2021



Item	2018/2019 Expenditure	2019/2020 Expenditure Budget	2019/2020 Expenditure	2020/2021 Spend Budget	
Office Staff Salaries	70801.99	72,602.00	73,196.29	80,000.00	
Employers NI & Pension	4206.14	7,967.00	5,694.48	5,000.00	
Agency and temporary staff	0.00	-	-	-	
Staff Training	220.99	500.00	160.00	1,000.00	
Recruitment & Other Staffing Costs	117.33	500.00	504.53	250.00	
Workwear & PPE			400.00	500.00	
Communications, Printing and Advertising	1305.14	2,500.00	1,534.00	1,600.00	Printer consumables removed
Franking	1388.95	2,500.00	1,563.54	2,550.00	
Office Stationery	1434.99	2,000.00	444.90	3,000.00	Including printer consumables
Travel & Subsistence	0.00	150.00	115.00	150.00	
Telephone/Mobile and Broadband	1628.64	1,800.00	1,292.50	1,500.00	Reduced BT Costs
Website, IT and Software	3069.01	3,000.00	3,024.15	3,500.00	
Membership & Subscription	0.00	500.00	375.00	510.00	
Audit and Accountancy Fees	4620.26	4,900.00	5,102.50	5,000.00	
Legal Fees (Court action)	2080.90	1,500.00	1,216.00	2,000.00	
Professional Fees	804.00	1,500.00	2,898.00	1,550.00	
Insurance	3439.39	4,000.00	3,853.66	4,160.00	
Equipment				2,500.00	General equipment purchases
Miscellaneous Expenditure	1360.32	1,200.00	2,318.16	1,500.00	
Bird boxes	129.50	250.00	-	1,000.00	
Trust Community Grants	0.00	1,000.00	-	1,000.00	
Community Training	0.00	600.00	-	500.00	
Anniversary Weekend & Christmas party	6374.32	3,500.00	3,849.01	3,500.00	
Charges (card machine, harlands, bank)	5176.74	4,750.00	2,991.67	5,000.00	
Proportioned Centre Costs	6626.69	7,209.00	6,843.02	9,875.00	31.3% of highlighted Centre costs based on the rateable value
Depreciation allowance	38986.00	38,000.00	52,689.00	53,000.00	
Contribution to The Centre	50340.27	28,809.00	32,779.17	10,825.00	
Trust Totals	204,111.57	191,237.00	202,844.58	200,970.00	

AGP Costs

Salaries				18,500.00	
Employers NI & Pension				2,030.00	
Workwear & PPE				400.00	
AGP Business Rates				3,000.00	
AGP Water Rates				2,000.00	
AGP Maintenance				2,500.00	
AGP Electricity				1,500.00	
AGP Equipment				1,000.00	
Sports Facilities	13197.47	250,000.00	127,892.51	1,150,613.00	These costs will transfer to Fixed Assets on the Balance Sheet upon completion
Depreciation allowance				43,500.00	AGP Pitch depreciates over 15 years, the carpet over 10 years and the pavilion over 25 years
	13,197.47	250,000.00	127,892.51	1,225,043.00	

Grounds and Estate budget

Salaries	21,709.91	22,361.00	29,636.55	43,000.00	
Employers NI & Pension	1,137.00	1,200.00	1,607.00	4,675.00	
Temporary Staff					
Recruitment costs					
Workwear & PPE			498.40	1,000.00	
Other Grounds Personnel Costs	671.66	500.00		250.00	
Grounds Maintenance Contract	21,948.44	25,200.00	4,629.88	-	
Equipment Hire	-	500.00	375.00	500.00	
Repairs and Renewals		1,500.00	872.84	1,000.00	Repairs around the development
New equipment				2,500.00	
Miscellaneous Expenditure	449.11	1,000.00	3,770.17	1,000.00	
Ditch & Dyke Maintenance, Fence repairs and replacements	24,311.06	29,200.00	29,712.67	13,750.00	
Habitat Ponds	-	-	-	-	
Arboricultural Survey & Tree maintenance	810.00	1,100.00	550.00	-	No tree surveys due during 2020/2021
Landscaping Projects (New works)	2,294.36	1,500.00	19,439.59	2,000.00	
Waste collection (waste bins around the development)		1,500.00	1,125.00	1,500.00	
Fuel, Oil and Water	1,123.49	500.00	1,386.73	1,500.00	Red Diesel, petrol for grounds equip and diesel for van
Vehicle Insurance	1,711.34	2,000.00	2,597.54	3,000.00	
Vehicle repairs & MOT				1,000.00	Previously included in Repairs & Renewals
Play ground inspection	759.64	800.00	670.00	1,000.00	Additional play areas coming online
Groundsman Totals	76,926.01	88,861.00	96,871.37	77,675.00	

The Centre Budget

Staff salaries	29,208.04	28,310.00	30,365.33	28,000.00	
Employers NI & Pension	1,004.58	1,087.00	888.93	1,000.00	
Youth Activities	0.00	500.00	-	500.00	
PRS & Licenses	981.40	1,500.00	1,300.64	1,750.00	
Advertising, Communications & Printing	0.00	400.00	-	400.00	
The Centre repairs, renewals & maintenance	33,982.30	8,500.00	9,040.18	10,000.00	
Business Rates	12,120.00	12,500.00	12,397.75	12,950.00	Multiplier 51.2p
Water	841.29	1,500.00	748.98	1,000.00	
Electricity	767.24	720.00	343.81	800.00	
Gas	3,111.20	2,000.00	1,821.77	2,000.00	
Waste Collection		500.00	1,924.00	500.00	
Cleaning Contract		9,500.00	7,391.39	10,000.00	
Cleaning materials and laundry	9,561.44	2,000.00	2,635.34	2,300.00	
Proportioned Centre Costs (income)	-6,626.69	-7,209.00	-6,843.02	-9,875.00	
Centre Totals	84,950.80	61,808.00	62,015.10	61,325.00	
Combined Expenditure Totals	379,185.85	591,906.00	489,623.56	1,565,013.00	

Income 2019/2020

	2018/2019 Income	2019/2020 Income Budget	2019/2020 April to December Income	2020/2021 Income Budget	Notes
The Trust income					
Annual charge	-379,909.02	-411,538.00	-514,364.07	-418,200.00	Uplift of 1.4% and VAT less 25% COVID 19 emergency relief
Administration fees	-25,178.35	-19,200.00	-26,630.01	-20,000.00	
Interest earned		-4,000.00	-4,778.63	-1,000.00	
Other	-15,401.79	-1,000.00	-12,624.96	-1,000.00	
The Trust Total income NET	-420,489.16	-435,738.00	-558,397.67	-440,200.00	

AGP Income

Football Foundation grant				-497,000.00	
Funding towards pavillion				-315,000.00	
Football pitch bookings				-10,000.00	
Local grants				-28,000.00	
AGP Total income NET	-	-	-	-850,000.00	

The Centre Income

Avalon Bookings	-34,610.52	-33,000.00	-29,235.92	-25,500.00	£34,000 reduce by 25% due to COVID 19 lock down
COVID 19 grant				-25,000.00	
Trust Subsidy	-50,340.27	-28,809.00	-32,779.17	-10,825.00	
The Centre Total income NET	-84,950.79	-61,809.00	-62,015.09	-61,325.00	

Total Income

	-505,439.95	-497,547.00	-620,412.76	-1,351,525.00
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Total Net Budget

	-126,254.10	94,359.00	-130,789.20	213,488.00
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