



**AGENDA**  
**Elsea Park Community Trust Board Meeting**  
**Wednesday 4<sup>th</sup> November 2020 – 18:00**

**Venue: Hall A, The Centre @ Elsea Park**

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<b>Time</b>	<b>Item</b>	
<b>18:00</b>	<b>1</b>	<b>Welcome and Apologies</b> <b>JB</b>
<b>18:05</b>	<b>2</b>	<b>Minutes from previous meeting held on 1<sup>st</sup> October 2020</b> <b>JB</b>
<b>18:10</b>	<b>3</b>	<b>Matters arising from the Minutes</b> <b>All</b>
<b>18:25</b>	<b>4</b>	<b>Management report</b> <b>BC</b>
<b>18:45</b>	<b>5</b>	<b>Monthly Finance Report</b> <b>BL</b>
<b>19:00</b>	<b>6</b>	<b>AGP</b> <b>JB</b>
<b>19:15</b>	<b>7</b>	<b>AGM</b> <b>JB</b>
	<b>7.1</b>	<b>Q &amp; A</b> <b>JB</b>
<b>19:30</b>	<b>8</b>	<b>Pay Review</b> <b>JB</b>
<b>19:40</b>	<b>9</b>	<b>Directors Items</b> <b>All</b>
<b>19:50</b>	<b>10</b>	<b>Any Other Business</b> <b>All</b>
<b>20:15</b>	<b>11</b>	<b>Date of the next meeting: Thursday 3<sup>rd</sup> December 2020</b> <b>All</b>

**Elsea Park Community Trust Board Meeting Minutes  
Wednesday 4<sup>th</sup> November 2020**

<b>Present:</b>		
Jono Brough	JB	Owner Director (Chair)
Michael Marren	MM	Owner Director (Vice Chair)
Peggy Kent	PK	Resident Director
Robert Reid	RR	SKDC Representative
Emma Shorrock	ES	Owner Director
<b>In Attendance:</b>		
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 Paul Fellows, Michael Norbury, Peter Bellamy, Mark Underwood, Dan Browne and Adam Cooke.

1.3 JB welcomed everyone to the meeting and thanked them for attending.

### 2. Minutes from the Previous Meeting Held on 1<sup>st</sup> October 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 gave the following updates:

4.1 Item 4.2 The Centre

As education is exempt from the current lockdown, LCC will be commencing their courses for Maths and English next week in the hall.

#### 4.2 Item 4.3 Work to The Centre Car Park

Due to a further lockdown, it is uncertain if the contractors will commence work on the car park on Monday as planned.

#### 4.3 item 4.4 Kerbside Weeds

Still no update has been received. RR advised BC to contact The Clean Team directly.

**Action: BC**

#### 4.4 Road Adoptions – Remedials

There has been no sight of Phoenix on the development. BC is continuing to attempt contact with the Adoptions Manager to discover when Phoenix plan to start the remedial works.

#### 4.5 Staff

4.5.1 The Government has announced a further 'lockdown' from 5<sup>th</sup> November to 3<sup>rd</sup> December 2020. As a result of this new lockdown, office staff will again be working from home with one person working in rotation at the Centre for a week.

4.5.2 Staff will send an email to the other staff as soon as they start work and either text or email when they finish work.

4.5.3 There will be a staff meeting made via Zoom each day.

4.5.4 The grounds team will continue working as usual.

#### 4.6 Land Transfers

4.6.1 The transfer of land and play parks is back on track and further notification should be received soon.

4.6.2 Highways have agreed to adopting the culvert once the developers have brought it up to an acceptable standard.

### 5. Finance Reports

5.1 The Finance Report for August was sent to the directors ahead of the meeting and BL prepared a narrative explaining the overspends and underspends and expectations for future income and expenditure.

5.2 The narrative included the current situation with the VAT submissions to HMRC.

5.3 BL apologised for an error on the narrative stating that an invoice recharging the acoustic fence to Barratt David Wilson (BDW) had been sent. The invoice has been prepared but will not be sent until it is requested by the developer.

## **6. AGP**

### 6.1 The pavilion

6.1.1 The installation of the services work has started but the contractors estimated completion mid December delaying the opening ceremony even further.

6.1.2 Kier have offered the use of a generator so that the pitch can be used before the pavilion is finished. JB has been assured that the noise from the generator will not disturb nearby residents.

6.1.3 Remedial plumbing works have been carried out.

### 6.2 The Pitch

6.2.1 JB is to meet the Technical Team to carry out the first inspection tomorrow.

6.2.2 The hard landscaping has now been agreed.

### 6.3 Football Development Officer

6.3.1 Lincs FA are furloughing staff so the FDO will only work one day per week.

6.3.2 BC has a meeting with the FDO and partner clubs via Zoom tomorrow and he will report back at the next meeting.

## **7. AGM**

7.1 The decision of the directors is to have a closed AGM on 25<sup>th</sup> November 2020.

7.2 The directors agreed to hold a Q&A session via Zoom for members within two weeks of the AGM and settled on 8<sup>th</sup> December 2020 at 7:00pm.

7.2.1 Members are expected to request an invite to attend to Q&A session.

## **8. Staff Pay Review**

8.1 The directors had met outside of the Board meeting and agreed that a rise should be offered to staff to give thanks and to reflect the work undertaken by everyone.

8.2 The agreed rise is 2.5%.

8.3 BL will calculate the new salaries and BC will prepare the staff notifications.

**Action: BC/BL**

## **9. Directors' Items**

There were no directors' items

## **10. Any Other Business**

10.1 RR informed the Board that Highways are planning to install a tarmac path and extend the length to West Road.

10.2 ES reported that the company producing the seed paper for the final newsletter has offered to print a sample for the Board to examine.

## **11. Date of next meeting**

The next meeting is to be determined.

There being no further business, the meeting closed at 7:50pm.

**Report to:** Elsea Park Community Trust Board  
**Date:** 30 October 2020  
**Subject:** Management Report – November 2020  
**From:** Barry Cook, Community Trust Manager

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### **1. Ditch Maintenance**

Works were completed on time, but we were disappointed with the quality of some of the flailing on Coltsfoot Drive and Water Lane. I've raised this with Fen Ditching, and they have assured us that they will not use that particular subcontractor again (the work was subcontracted out at the last minute their employee who was due to carry out the work was suddenly taken ill).

The deep drainage ditch running east from Arena Pond along the boundary of Betjeman Close and Wordsworth Grove was cleared using the long reach flail mower, and Fen Ditching did a superb job. I reminded them that we wanted this programmed in every year as missing it last year (continued heavy rain left the ground too soft for the weight of the vehicle) made the job much more difficult this year.

### **2. The Centre**

Centre hires are on gradually on the up although the NHS rehab clinics have yet to resume. The NHS are one of our major sources of hire income, and we look forward to their return.

### **3. Works to The Centre Car Park**

Kier have no confirmed that works to the car park will resume on W/C Monday 9<sup>th</sup> November 2020.

### **4. Kerbside Weeds**

No further update.

### **5. Road Adoptions - Remedials**

I had expected Phoenix to be back on site by now and have been chasing Kier for a start date without success.

### **6. Cushman ATV**

With the onset of the bad weather we have purchased full (glass) doors for the Cushman All-Terrain Vehicle.

## Finance Narrative for the Board meeting 4<sup>th</sup> November 2020

### **Trust budget**

Expenditure continues to remain on target as expected.

October saw the housing market pick up and income exceeded the budget but November and December had a poor performance and income was below budget by £1.2k. However, this was offset by £469 interest received from Melton Building Society when one of the investments was cashed in.

January is expected to be below budget due to the Government's lockdown declaration.

### **AGP**

A further payment was made to Tigerturf for the actual pitch as well as the security and CCTV. The Trust paid for the acoustic fencing along the boundary of the AGP and zone 8, the new development of £15k which is to be repaid by Barratt David Wilson.

### **Grounds**

Nothing to add, all areas of expenditure are within budget.

### **The Centre**

The Centre opened in September for hire but due to the lack of hirers returning, the income was quite minimal.

The majority of the income was from the Blood Group who had hired the hall six times during 'Lockdown'.

October hires has increased slightly and seen a couple of new activities but the hall is not yet at capacity.

### **Cash at Bank**

The bank balance is still in a good position and despite large items of expenditure.

The 95 Day Notice account has been closed and funds should be received in December. This still leaves two investment accounts, the 100 Day Notice account and the one that matures in February.

### **Future investments**

I have researched and compared the best fixed rate investment accounts at the present time. Because the Bank of England Base Rate is 1%, the interest rates offered are very low.

All the accounts compared are FCSC protected up to £85,000

Bank	Fixed Term	Interest Rate	Investment	Interest
United Trust Bank	1 year	0.70%	85,000	595.00
Cynergy Bank	1 year	0.65%	85,000	552.50
Hampshire Bank	1 year	0.75%	85,000	637.50
Shawbrook	2 years	0.82%	85,000	1,394.00
Smartsave	2 years	0.82%	85,000	1,394.00
Hampshire	2 years	0.80%	85,000	1,360.00
Buckinghamshire BS		0.90%	85,000	765.00

The Trust has invested with Hampshire Bank previously so my recommendation would be to invest £85,000 with Hampshire Bank for a fixed term of 1 year and Shawbrook for a fixed term of 2 years.

Our investment with Aldermore matures in February but the interest rates currently offered to re-invest is only 0.55% which is an instant access account and may be worth considering.

Buckinghamshire Building Society is currently offering an instant access account with a 0.9% interest rate which is a variable rate and is likely to reduce but I think whilst it is at this rate, The Trust should invest. This account allows two withdrawals per year up to £20,000 per withdrawal.



**Operational Trust Budget**

Item	2020/2021 Spend Budget	Year to date Budget 01/04/2020 - 30/09/2020	Year to Date Expenditure 01/04/2020 - 30/09/2020	Year to date Variance + / -	Remaining Budget 01/10/2020 - 31/03/2021	September 20 Budget	September 20 Expenditure	Variance + / -	Notes
Office Staff Salaries	80,000.00	39,200.00	37,194.19	2,005.81	40,800.00	6,540.00	6,199.03	340.97	
Employers NI & Pension	6,360.00	1,890.00	1,700.82	189.18	4,470.00	661.00	679.54	-18.54	
Agency and temporary staff	-	-	-	0.00	-	-	-	0.00	
Staff Training	1,000.00	550.00	-	550.00	450.00	150.00	-	150.00	
Recruitment & Other Staffing Costs	250.00	250.00	-	250.00	-	0.00	-	0.00	
Workwear & PPE	500.00	380.00	-	380.00	120.00	0.00	-	0.00	
Communications, Printing and Advertising	1,600.00	350.00	1,066.00	-716.00	1,250.00	-	-	0.00	
Franking	2,550.00	1,850.00	1,789.60	60.40	700.00	240.00	-	0.00	
Office Stationery	3,000.00	1,540.00	706.11	833.89	1,460.00	240.00	244.78	-4.78	
Travel & Subsistence	150.00	60.00	-	60.00	90.00	15.00	-	15.00	
Telephone/Mobile and Broadband	1,500.00	750.00	911.69	-161.69	750.00	100.00	73.74	26.26	
Website, IT and Software	3,500.00	3,140.00	2,641.99	498.01	360.00	75.00	-	35.00	
Membership & Subscriptions	500.00	260.00	50.00	210.00	240.00	35.00	-	0.00	
Donations	5,000.00	-	2,575.00	-2,575.00	-	-	-	0.00	
Audit and Accountancy Fees	2,000.00	5,000.00	5,149.00	-149.00	-	1,350.00	1,500.00	-150.00	
Legal Fees (Court action)	300.00	300.00	300.00	0.00	1,700.00	50.00	-	50.00	
Professional Fees	1,550.00	1,080.00	79.00	1,001.00	470.00	0.00	-	0.00	
Insurance	4,160.00	3,800.00	3,861.67	-61.67	360.00	0.00	-	0.00	
Equipment	2,500.00	400.00	-	400.00	2,100.00	0.00	-	0.00	
Miscellaneous Expenditure	1,500.00	600.00	269.62	330.38	900.00	150.00	36.18	113.82	
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	400.00	-	-108.48	
Charges (Card machine, handrads, bank)	5,000.00	2,400.00	3,061.24	-661.24	2,600.00	400.00	508.48	725.18	
Proportionate Centre Costs	9,249.15	4,912.54	1,193.51	3,719.03	4,336.62	859.19	134.00	0.00	
Depreciation allowance	53,000.00	-	-	0.00	53,000.00	-	-	0.00	
Contribution to The Centre	11,450.85	795.54	-3,811.18	3,015.65	12,246.39	4,146.82	2,580.51	1,566.30	
<b>Trust Totals</b>	<b>202,320.00</b>	<b>67,917.00</b>	<b>58,738.25</b>	<b>9,178.75</b>	<b>134,403.00</b>	<b>14,772.00</b>	<b>11,956.26</b>	<b>2,815.74</b>	

**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	785,650.00	784,615.43	1,034.57	364,963.00	11,650.00	11,629.07	20.93	
Depreciation allowance	43,500.00	-	0.00	0.00	43,500.00	-	-	0.00	
<b>AGP Totals</b>	<b>1,225,043.00</b>	<b>785,650.00</b>	<b>784,615.43</b>	<b>1,034.57</b>	<b>439,393.00</b>	<b>11,650.00</b>	<b>11,629.07</b>	<b>20.93</b>	

**Operational Groundsman Budget**

Salaries	43,000.00	21,920.00	23,238.38	-1,318.38	21,080.00	3,380.00	3,873.06	-493.06	
Employers NI	4,675.00	660.00	718.33	-58.33	4,015.00	240.00	323.97	-83.97	
Workwear & PPE	1,000.00	350.00	372.04	-22.04	650.00	0.00	-	0.00	
Other Grounds Personnel Costs	250.00	-	0.00	0.00	250.00	-	-	0.00	

Equipment Hire	35	500.00	-	0.00	0.00	500.00	-	0.00	
Repairs and Renewals	36	1,000.00	440.00	644.65	-204.65	560.00	-	0.00	
New equipment and tools	37	2,500.00	1,480.00	1,894.98	-414.98	1,020.00	480.00	0.00	
Miscellaneous Expenditure	38	1,000.00	990.00	633.67	356.33	10.00	300.00	-4.18	
Ditch & Dyke Maintenance, Fence repairs and replacements	39	13,750.00	1,440.00	16,287.21	-14,847.21	12,310.00	500.00	15,355.56	Acoustic fencing, costs to be recharged to BDW.
Habitat Ponds	40	-	-	-	0.00	-	0.00	0.00	
Arbicultural Survey & Tree maintenance	41	-	-	500.00	-500.00	-	0.00	0.00	
Landscaping Projects (New works)	42	2,000.00	225.00	223.50	1.50	1,775.00	0.00	0.00	
Waste collection (waste bins around the development)	43	1,500.00	555.00	260.01	294.99	945.00	180.00	1.24	
Fuel, Oil and Water	44	1,500.00	900.00	880.20	19.80	600.00	-	0.00	
Vehicle Insurance	45	3,000.00	2,300.00	2,329.99	-29.99	700.00	0.00	0.00	
Vehicle repairs & MOT	46	1,000.00	320.00	317.49	2.51	680.00	-	0.00	
Play ground inspection	47	1,000.00	670.00	729.02	-59.02	300.00	110.00	110.00	
<b>Groundsman Totals</b>		<b>77,675.00</b>	<b>32,250.00</b>	<b>49,029.47</b>	<b>-16,779.47</b>	<b>45,425.00</b>	<b>5,190.00</b>	<b>20,515.54</b>	<b>-15,325.54</b>

Operational The Centre Budget

Staff salaries	28,000.00	13,560.00	15,477.51	-1,917.51	14,440.00	2,260.00	2,579.59	-319.59	
Employers NI & Pension	1,000.00	282.00	267.18	14.82	718.00	101.00	110.89	-9.89	
Youth Activities	500.00	-	-	0.00	500.00	0.00	-	0.00	
PS & Licenses	1,750.00	1,750.00	830.66	919.34	0.00	-	-	0.00	
Advertising, Communications & Printing	400.00	130.00	-	130.00	270.00	-	-	0.00	
The Centre repairs, renewals & maintenance	10,000.00	5,000.00	4,420.49	579.51	5,000.00	2,000.00	2,118.80	-118.80	
Business Rates	12,950.00	7,770.00	-	7,770.00	5,180.00	1,295.00	-	1,295.00	
Water	1,000.00	750.00	431.32	318.68	250.00	250.00	-	250.00	
Electricity	800.00	425.00	542.97	-117.97	375.00	100.00	-	100.00	
Gas	2,000.00	600.00	570.33	29.67	1,400.00	100.00	-	-99.59	
Waste Collection	500.00	250.00	86.68	163.33	250.00	800.00	-	800.00	
Cleaning Contract	10,000.00	4,800.00	180.00	4,620.00	5,200.00	200.00	-	800.00	
Cleaning	2,300.00	1,100.00	2,001.83	-901.83	1,200.00	200.00	368.53	-168.53	
Proportionate Centre Costs (Income)	-9,249.15	-4,912.54	-1,193.51	-3,719.03	-4,336.62	-859.19	-134.00	-725.18	
Centre Totals	61,950.85	31,504.47	23,615.46	7,889.01	30,446.39	6,246.82	5,103.39	1,143.42	
Combined Expenditure Totals	1,566,988.85	917,321.47	915,998.61	1,322.86	649,667.39	37,858.82	49,204.27	11,345.45	

Income 2019/2020

	2020/2021 Income Budget	Year to date 01/04/2020 - 30/09/2020	Year to Date Income 01/04/2020 - 30/09/2020	Year to date Variance + / -	Remaining Budget 01/09/2021 - 31/03/2021	September 20 Budget	September 20 Income	Variance + / -	Notes
The Trust Income									
Annual charge	-418,200.00	-410,850.00	-407,633.38	-3,216.62	-7,350.00	-1,330.00	139.24	-1,469.24	Because of issues with the Database, no accounts have been set up on SAGE during
Administration fees	-20,000.00	-9,200.00	-4,200.00	-5,000.00	-10,800.00	-1,800.00	-100.00	-1,700.00	
Interest earned	-1,000.00	-2,600.00	-3,437.26	837.26	1,600.00	-1,600.00	-1,671.48	71.48	Hampshire Trust Interest
Other	-1,000.00	-200.00	-2,017.90	1,817.90	-800.00	-	0.00	0.00	
The Trust Total Income NET	440,200.00	422,850.00	417,288.54	-5,561.46	17,350.00	-4,730.00	-1,632.24	-3,097.76	
AGP Income									
Football Foundation grant	-497,000.00	0.00	0.00	0.00	-497,000.00	-	-	0.00	
Funding towards pavilion	-315,000.00	-315,000.00	-315,000.00	0.00	0.00	0.00	-	0.00	
Football pitch bookings	-10,000.00	0.00	0.00	0.00	-10,000.00	0.00	-	0.00	
Local grants	-28,000.00	0.00	0.00	0.00	-28,000.00	-	-	0.00	
The Trust Total Income NET	850,000.00	315,000.00	315,000.00	0.00	535,000.00	0.00	0.00	0.00	

The Centre Income

Avalon Bookings	-25,500.00	-7,300.00	-2,426.64	-4,873.36	-18,200.00	-2,100.00	-2,532.88	422.88	The Centre opened in September
COVID 19 grant	-25,000.00	-25,000.00	-25,000.00	0.00	0.00	0.00	-	0.00	
Trust Subsidy	-11,450.85	795.54	3,811.18	-3,015.65	-12,246.39	-4,146.82	-2,580.51	-1,566.30	
The Centre Total Income NET	61,950.85	31,504.47	23,615.46	-7,889.01	30,446.39	6,246.82	5,103.39	-1,143.42	
Total Income	-1,352,150.85	-769,354.47	-755,904.00	-13,450.47	-582,796.39	-10,976.82	-6,735.63	-4,241.18	
Total Net Budget	214,838.00	147,967.00	160,094.61	-12,127.61	66,871.00	26,882.00	42,468.63	15,586.63	

OK

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