



AGENDA
Elsea Park Community Trust Board Meeting

Wednesday 4th March 2021 – 18:00

Venue: Virtual meeting via Zoom

Time	Item	
18:00	1 Welcome and Apologies	JB
18:05	2 Minutes from previous meeting held on 4th February 2021	JB
18:10	3 Matters arising from the Minutes	All
18:25	4 Management report	BC
18:45	5 Finance Report	
	5.1 Monthly Finance Report	BL
	5.2 2021/2022 Budget	BL
19:10	6 AGP	JB
19:25	7 Directors Items	All
	7.1 Appointment of Chair and Vice Chair	JB
19:40	8 Any Other Business	All
19:55	9 Date of the next meeting: Thursday 1st April 2021	All

**Elsea Park Community Trust Board Meeting Minutes
Thursday 4th March 2021**

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
Emma Shorrocks	ES	Owner Director
Peter Bellamy	PB	School's 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 Apologies were received from Dan Browne.

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

2. Minutes from the Previous Meeting Held on 4th February 2021

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 4.3.2 JB informed the Board that he and BC have spoken to SKDC Planning regarding the design of the North Green LEAP.

3.2 Item 8.1 RR said that enforcement has been taken against Marston's Brewery to maintain the ditch and attenuation pond north of the Sugar Mill.

4. Management Report

The Management Report was sent to directors prior to the meeting and BC gave the following updates:

4.1 COVID-19: Operation Impact

BC reinforced the steps required in order for the Centre to reopen in stages in accordance with Government guidelines.

4.2 Staffing

No recruitment for the weekend caretaker has begun yet but BC will advertise the post in time for the full opening of the Centre. The Estate Warden may be called upon to open and close the Centre at weekends if required.

4.3 Road Adoptions – Remedials

4.3.1 BC has liaised with the Kier Road Adoptions Manager regarding missing bolts from a lighting column making it unstable and dangerous.

4.3.2 BC said that road adoptions should occur mid to late summer.

4.4 Item 4.5 Litter Bin at Bourne Heights

JB is pleased with the litter bin sited at Bourne Heights. BC added that Bourne Town Council should also be supplying one.

5. Finance Reports

5.1 The Finance Report for October to December 2020 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 BL also updated the Board with some highlights from Rishi Sunak's budget including:

- a. Personal Allowance will see a small increase this year but it will be frozen for the next five years.
- b. The standard rate of VAT has been frozen although VAT on 'hospitality' will increase in October 2021.
- c. Corporation Tax is to rise to 25% however, for small businesses, it will remain at 19%
- d. Further grants will be made available to non-essential businesses up to £6,000.
- e. Business Rates, there will be an exemption granted for the first three months and the remaining nine months will be payable at 33%.
- f. Fuel duty is frozen for the tenth year running.

5.3 BL advised the meeting that 122 additional homeowners have signed up to pay the 2021/2022 Yearly Payment by direct debit and more are continuing to sign up to take advantage of the facility.

6. AGP

6.1 Outstanding Works

6.1.1 JB has negotiated a price with GTC for upgrading the gas supply. He said that works will be completed next week including fitting the new gas meter.

6.1.2 The electric supply to Elsea Park needs to be disconnected to enable a new line to be installed in Zone 9 but Western Power have delayed this due to the current lockdown whilst children are receiving home tuition and many people are working from home. It is hoped that the electricity will be connected in the next couple of weeks.

6.1.3 The hole in the road created to install the water meter should be filled.

6.2 The Pitch

6.2.1 JB hopes to be able to open the pitch on 29th March 2021 and he with BC will liaise with Lincs FA for agreement to reinstate the Football Development Officer who is currently on furlough.

6.2.2 The pitch will be opened for established clubs only at the moment but BC would like to have some open and controlled use for residents.

6.2.3 JB would like a small opening ceremony to include the mayor to officially open the facility by cutting the ribbon and the local press to record the event. PF thinks that the mayor would be amenable to this and would accept the invitation.

6.2.4 A Facebook page has been created by JB specifically for the AGP to inform residents and users of current updates.

6.2.5 There is a maintenance inspection due in two weeks.

6.2.6 A new sweeping machine is to be ordered which will help with maintenance and also extend the life of the carpet.

7. Directors' Items

7.1 The Appointments of The Chair and Vice Chair

7.1.1 There being no other candidate for the position of Chair, JB agreed to stand.
This was proposed by MU.
Seconded by PF and carried unanimously.

7.1.2 There being no other candidates for the position of Vice Chair, MM agreed to stand.
This was proposed by PK.
Seconded by PB and carried unanimously.

8. Any Other Business

8.1 Bridge 234

8.1.1 JB informed the Board that Bellway Homes have purchased the land on Zone 7 for which reserved matters has been submitted to for planning consent and this land includes Bridge 234.

8.1.2 The Bourne History Group (BHG) have put forward a proposal to save Bridge 234 but because the bridge is structurally unsafe and will require huge amounts of money in repair and maintenance costs it, it is likely the bridge will be taken down.

8.1.3 Bellway, in their plans, would like to save some of the structure and add information boards with the history of the bridge and include a play park with railway themed equipment.

8.1.4 There is a planning meeting on 17th March 2021 and JB has requested to speak as The Trust representative regarding Bellway's application.

8.1.5 JB asked each director their views regarding the bridge. The consensus was that it is a shame the bridge has to go because it was there before any houses were built and is part of Bourne history. However, there is no significant historical value in saving the bridge. The Board thought that Bellway's proposals are excellent and sympathetic to BHG's cause.

8.1.6 RR is the Planning Portfolio holder for SKDC and he has received an email saying the bricks used for the construction of the bridge are Klondyke bricks which were made locally and suggested that the whole bricks could be used for a future project which may go some way to appease the BHG.

8.1.7 JB thought RR's suggestion a very good one and although The Trust do not have storage facilities, maybe the bricks could be offered to BHG to make use of them.

8.1.8 MU said that there is still the Toft Tunnel where the old railway line can be followed.

8.2 Colouring Competition

8.2.1 JB has set up an Elsea Park Colouring Competition Facebook page for residents and there are around 80 in the group.

8.2.2 The prizes are all chocolate Easter eggs which JB has purchased himself but he is conscious that not all children are able to enjoy chocolate so he is liaising with Tesco for prize donations other than chocolate.

8.2.3 JB has been approached by a lady who makes crayons and asked if he would like her to donate crayons as prizes.

8.3 The Hedge that run alongside the A15

8.3.1 A letter addressed to JB was received from a resident who has requested that the hedge running alongside the A15 is increased in height to help block the sight of the increasing number of trucks using the road.

8.3.2 BC said that there are two main reasons for the hedge to have had a drastic cut.

- a. CGM failed in their duty in maintaining the hedge allowing it to grow out of control.
- b. The harsh cut should thicken the foliage which in turn will encourage nesting birds and reduce the traffic noise.

8.3.3 BC added that maybe additional tree planting would help and he will consult with the groundsman about what trees should be used and where they can be planted.

9. Date of next meeting

The next meeting is to be held on 8th April 2021.

There being no further business, the meeting closed at 7.30pm.

Finance Narrative for the Board meeting 4th March 2021

Trust budget

Expenditure continues to remain on target as expected.

Continuing with the poor house sales, income remains below budget. With the Prime Minister's positive announcement, I expect house sales to pick in the next few months especially now there are three developers starting to build.

AGP

The acoustic fence has now been charged to BDW.

The budget is underspent mainly due to the Football Manager being furloughed, the groundsman costs are not yet being recharged and because the facility is not in operation, there are no business rates or utilities costs.

Grounds

Salaries are underspent due to grounds staff being furloughed part time and 80% of their furloughed time has been reclaimed from HMRC.

Equipment and Miscellaneous expenditure has increased due to the additional grounds equipment purchased and servicing & maintenance costs being higher than anticipated. This will be reflected in the 2021/2022 budget.

The Centre

Salaries are under budget because the Youth Club staff have been furloughed and 80% of their pay for December and January has been received from HMRC.

Explanations for the reduction in income are the same as previous months.

Cash at Bank

February is a busy time with invoicing, no new investments have been set up. The investment that matured in February has automatically been reinvested in a similar bond in a similar bond by the bank.

Groundeman Totals	77,675.00	52,010.00	56,863.61	-4,853.61	25,665.00	4,425.00	5,608.74	-1,183.74	4,050.00	4,576.46	-526.46	5,470.00	6,161.64	-691.64
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Operational The Centre Budget

Staff salaries	28,000.00	22,960.00	24,266.00	-1,306.00	5,040.00	2,350.00	2,708.59	-358.59	2,350.00	2,693.98	-343.98	2,350.00	806.34	1,543.67	Includes furlough payment received from HMRC
Employers NI & Pension	1,000.00	702.00	739.42	-37.42	298.00	105.00	126.00	-21.00	105.00	117.68	-12.68	105.00	117.68	-12.68	
Youth Activities	500.00	0.00	0.00	500.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PRS & Licenses	1,750.00	1,230.00	1,168.16	61.84	520.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Advertising, Communications & Printing	400.00	260.00	260.00	260.00	140.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
The Centre repairs, renewals & maintenance	10,000.00	7,420.00	6,747.68	672.32	2,580.00	100.00	103.06	-3.06	500.00	504.00	-4.00	1,700.00	1,720.13	-20.13	The Trust received Government exemption for 20/21
Business Rates	12,950.00	12,950.00	12,950.00	0.00	0.00	1,295.00	1,295.00	0.00	1,295.00	1,295.00	0.00	1,295.00	1,295.00	0.00	
Water	1,000.00	1,000.00	719.67	280.33	0.00	250.00	274.29	-24.29	0.00	0.00	0.00	14.06	14.06	-14.06	
Electricity	800.00	625.00	712.50	-87.50	175.00	50.00	24.95	25.05	50.00	21.96	28.04	50.00	32.86	17.14	The Centre is closed so little energy is being used
Gas	2,000.00	1,400.00	570.33	829.67	600.00	200.00	0.00	200.00	200.00	0.00	200.00	200.00	0.00	0.00	There is no gas heating available in the Centre
Waste Collection	500.00	430.00	242.68	187.32	70.00	40.00	42.25	-2.25	0.00	0.00	0.00	40.00	0.00	40.00	No invoice received for December and January
Cleaning Contract	10,000.00	8,000.00	180.00	7,820.00	2,000.00	800.00	800.00	0.00	800.00	800.00	0.00	800.00	800.00	0.00	The cleaning contract has been cancelled
Cleaning	2,000.00	1,900.00	3,706.77	-1,806.77	400.00	200.00	415.00	-215.00	200.00	175.00	25.00	200.00	153.81	46.19	
Proportioned Centre Costs (Income)	-9,289.15	-8,233.47	-3,762.80	-5,470.67	-1,015.69	-887.36	-236.78	-650.57	-296.59	-61.65	-734.94	-809.11	-62.83	-746.28	Very little expenditure to be recharged to The Trust
Centre Totals	61,950.85	50,643.54	36,790.42	13,853.12	11,307.32	4,502.65	3,457.36	1,045.29	4,703.42	3,450.97	1,252.44	5,930.90	2,782.04	3,148.85	

Combined Expenditure Totals	1,566,988.85	1,131,094.54	1,105,052.53	26,042.00	435,894.32	22,190.65	20,639.11	1,551.54	23,497.42	20,753.67	2,743.75	15,273.90	9,984.51	5,289.38	
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Income 2019/2020

	2020/2021 Income Budget	Year to date Budget 01/04/2020 - 31/01/2021	Year to Date Income 01/04/2020 - 31/01/2021	Year to date Variance + / -	Remaining Budget 01/03/2021	November 20 Budget	November 20 Income	Variance + / -	December 20 Budget	December 20 Income	Variance + / -	January 21 Budget	January 21 Income	Variance + / -	Notes
The Trust income															
a Annual charge	-418,200.00	-414,260.00	-411,916.85	-2,343.15	-3,940.00	-950.00	-339.66	-610.34	-260.00	-146.75	-613.25	-570.00	-59.35	-510.65	Income is below budget because of the slow down in the house sales
b Administration fees	-20,000.00	-15,600.00	-10,950.00	-4,650.00	-4,400.00	-1,800.00	-500.00	-1,300.00	-1,500.00	-850.00	-650.00	-1,300.00	-550.00	-750.00	Income is below budget because of the slow down in the house sales
c Interest earned	-1,000.00	-1,000.00	-3,906.04	2,906.04	0.00	0.00	0.00	0.00	0.00	-468.78	468.78	0.00	0.00	0.00	
d Other	-1,000.00	-570.00	-2,366.20	1,796.20	-430.00	-370.00	-368.30	-1.70	0.00	0.00	0.00	0.00	0.00	0.00	
The Trust Total Income NET	-440,200.00	-431,430.00	-429,139.09	-2,290.91	-8,770.00	-3,120.00	-1,207.96	-1,912.04	-2,260.00	-1,465.53	-794.47	-1,870.00	-609.35	-1,260.65	
AGP Income															
e Football Foundation grant	-497,000.00	-330,153.00	-330,153.00	0.00	-166,847.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
f Funding towards pavilion	-315,000.00	-315,000.00	-315,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
g Football pitch bookings	-10,000.00	-5,450.00	0.00	-5,450.00	-4,550.00	-2,000.00	0.00	-2,000.00	-2,000.00	0.00	-2,000.00	-1,450.00	0.00	-1,450.00	No income due to lockdown
h Local grants	-28,000.00	0.00	0.00	0.00	-28,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
The AGP Total Income NET	-850,000.00	-650,603.00	-645,153.00	-5,450.00	-199,397.00	-2,000.00	0.00	-2,000.00	-2,000.00	0.00	-2,000.00	-1,450.00	0.00	-1,450.00	

The Centre Income															
i Avon Bookings	-25,500.00	-20,600.00	-2,413.79	-18,186.21	-4,900.00	-3,700.00	0.00	-3,700.00	-3,400.00	0.00	-3,400.00	-2,500.00	-9.90	-2,499.10	The Centre is closed so there is no income from hirers
j COVID 19 grant	-25,000.00	-25,000.00	-25,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
k Trust Subsidy	-1,450.85	-5,043.54	-9,376.63	4,333.09	-6,407.32	-802.65	-3,457.36	2,654.71	-1,303.42	-3,450.97	2,147.56	-3,430.90	-2,781.14	-649.75	
The Centre Total Income NET	61,950.85	50,643.54	36,790.42	13,853.12	11,307.32	4,502.65	3,457.36	1,045.29	4,703.42	3,450.97	1,252.44	5,930.90	2,782.04	3,148.85	

Total Income	-1,352,150.85	-1,132,676.54	-1,111,082.51	-21,594.03	-219,474.32	-9,622.65	-4,665.32	-4,957.33	-8,963.42	-4,916.50	-4,046.91	-9,250.90	-3,391.39	-5,859.50	
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Total Net Budget	214,838.00	-1,582.00	-6,029.97	4,447.97	216,420.00	12,568.00	15,973.79	-3,405.79	14,534.00	15,837.17	-1,303.17	6,023.00	6,593.12	-570.12	
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